



TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr S Wiles (Chairman)

Cllr D Savage (Vice Chairman)

Cllr D Aitchison

Cllr S Gallant

Cllr S Harkin

Cllr G Newman

Cllr M Morris

Cllr M Richardson

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 15 September 2021** at **7.30pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 or over the telephone by calling 0131 460 1196.

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

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

Ash Tadjrishi

Town Clerk

10 September 2021

For information (via email):

All Town Councillors
Local Press

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 three minutes each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of Civic & Community Committee meeting held on 17 February 2021 as a true record, noting that the meeting scheduled to be held 14 April 2021 was cancelled in accordance with the period of national mourning for HRH Prince Philip. **(Pages 4-9)**
- 5. Decisions Made Under Delegated Authority**
To receive and note the record of decisions made under the temporary authority delegated to the Town Clerk since the previous Committee meeting and up until the 23 June 2021 Council meeting. **(Pages 10-11)**
- 6. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 9 September 2021 and consider any actions deemed necessary. **(Page 12 & Appendix A)**
- 7. Annual Grants, Community Fund Projects & Christmas Lights 2021/22**
To review and consider Annual Grants and Community Fund Projects in preparation for Committee's draft 2021/22 budget. **(Page 13-14)**
- 8. Communications Apprentice Report**
To receive a report from the Council's Communications Apprentice. **(Pages 15-16)**
- 9. Civic Awards 2021**
To receive a report on Civic Awards. **(Page 17)**
- 10. Felix Fest/Women's Tour Events**
To receive an update on the forthcoming Felix Fest/Women's Tour events. **(Page 18)**
- 11. Remembrance 2021**
To note arrangements for Remembrance 2021. **(Page 19)**
- 12. Christmas Civic Service and Mayor's Charity Events**
To receive an update on Christmas Civic Service and other Mayoral Charity events. **(Page 20)**

- 13. Felixstowe in Flower**
To receive an update on Felixstowe in Flower. **(Pages 21-22)**
- 14. Festival of Suffolk/Queen’s Platinum Jubilee Weekend 2022**
To consider the Council’s participate in plans for a weekend of celebrations in Suffolk to mark the Queen’s Platinum Jubilee next year.
(Page 23 & Appendix B)
- 15. Community Emergency Plan**
To receive an update report on the Community Emergency Plan.
(Page 24 & Appendix C)
- 16. Felixstowe Allotment Association – Community Hut Project**
To consider the FAA’s community hut project, as referred to the Committee by Council on 8 September 2021. **(Pages 25-27)**
- 17. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 October 2021 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held Online on
Wednesday 17 February 2021 at 7.30pm

PRESENT: Cllr S Wiles (Chairman)
Cllr D Savage (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr G Newman
Cllr S Gallant Cllr M Richardson
Cllr S Harkin Cllr K Williams

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Business Services Officer)

IN ATTENDANCE: Cllr T Green
Cllr A Smith
Mr Tim Clarke, Acting Chairman of the Landguard Partnership
Mr Paul Grant, Project Officer, East Suffolk Council

22. PUBLIC QUESTION TIME

There were none.

23. APOLOGIES FOR ABSENCE

There were none.

24. DECLARATIONS OF INTEREST

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

25. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 16 December 2020 be signed as a true record.**

26. LANDGUARD GOVERNANCE REVIEW

The Chairman invited Tim Clarke, Acting Chairman of the Landguard Partnership and Paul Grant, Project Officer, East Suffolk Council to present to Committee on the recent governance review of the Landguard peninsula.

Mr Clarke expressed thanks to the Town Council for its ongoing support, both financial and practical, to the Landguard Partnership and Fort over the years.

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

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

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

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

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

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

27. FELIXSTOWE IN FLOWER 2021

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

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

The following ideas would therefore be investigated:

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

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

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

It was RESOLVED that:

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

28. CIVIC & COMMUNITY BUDGET REPORT

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

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

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

29. OCCASIONAL GRANT & CORONAVIRUS GRANT APPLICATIONS UPDATE

Committee received an update on the three ring-fenced grants agreed at the last meeting (*Minute #397 2020/21 refers*). Members were pleased to note that Trimley St Mary Parish Council had agreed to match fund the £350 grant for

Felixstowe Creative Arts Trust. As such, the Town Council's ringfenced grant award could now be paid.

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

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

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

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

East Anglia's Children's Hospices (EACH)

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

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

30. WOMEN'S TOUR 2021

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

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

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

31. ANNUAL TOWN MEETING/CIVIC AWARDS 2021

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

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

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

32. DIGITAL COMMUNITY DIRECTORY PROJECT

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

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

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

33. OCCASIONAL GRANTS POLICY

Committee considered the Occasional Grants Policy. Members discussed whether two rounds for the consideration of grant funding was sufficient. It was noted that staging formal rounds enabled grants to be considered in a structured way, with a view on the total grant funding available, without spending it all – or holding sums back unnecessarily – before the in the year.

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

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

34. PRESS & MEDIA POLICY

Committee considered the Council's Press & Media Policy.

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

35. CCTV UPDATE

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

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

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

RESOLVED that the CCTV update be noted.

36. CLOSURE

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

NOTE:

The meeting of the **CIVIC & COMMUNITY COMMITTEE** meeting which was due to take place on 14 April 2021 was cancelled due to the notice period during the period of national mourning for HRH Prince Philip

AGENDA ITEM 5: DECISIONS MADE UNDER DELEGATED AUTHORITY

GRANT CONSULTATION 17th JUNE 2021

During consultation with Cllrs S Wiles, D Savage, S Harkin, M Morris, D Aitchison, G Newman, and Deputy Town Clerk D Frost, the Town Clerk presented grant applications received for the first round of Occasional Grants for the year 2021/22.

Following the consultation, the Clerk made the following grant awards under delegated authority:

Felixstowe Festival Events	WAMFest Felixstowe Women Arts and Music Festival on 4 th September	£1,000 Ringfenced awaiting Government guidance & confirmation of the event being able to go ahead
Felixstowe Men's Shed	Purchase of Quality Table Saw and Sliding Carriage	£2,113
Felixstowe Museum	Creating a creative space at Felixstowe Museum to be shared by Landguard partners including Fort and Nature Reserve that can double as a space for school visits.	£2,450 Subject to query over requirements relating to Men's Shed
Hamilton MAS	artYsPaceS – 20 sessions, arts & art award materials for 2 young people	£400 Grant towards exam fees and materials
Landguard Fort Trust	Fort Forward – Interpretation Panels	£700 FTC would welcome recognition of its support on panels
Majestic Voices	Sound equipment (This application replaces previous ringfenced grant agreed of £500 as group had not been meeting due to Covid)	£500 Ringfenced awaiting confirmation rest of funds are raised
Royal British Legion	Felixstowe Festival of Remembrance	£1,000 Subject to 50% profit from ticket sales being retained in branch to support local projects/events
Royal British Legion	RBL Centenary Event	£710
St Andrews Pre-school	Curtains for large windows in the hall to provide shade from the sun	£800 Subject to confirmation that curtains will be owned and retained by the pre-school.
Suffolk Accident Rescue Service (SARS)	Support Felixstowe team of responders by providing equipment, training etc	£500

Total Grants awarded in this round	£10,173
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The decision above was made on 17th June 2021 in accordance with the temporary authority delegated at the 5th May Annual Council meeting (Minute #17 of 2021/22 refers). This record was published on the Town Council's website and was reported to the 23rd June 2021 Council meeting (Minute #36 of 2021/22 refers).

Committee is requested note the decisions above made under the temporary authority delegated to the Town Clerk.

AGENDA ITEM 6: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 10 September 2021 is provided below with a detailed report at **Appendix A**.

1 April - 10 September 2021 (2021 - 2022)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	6,992.00	3,992.00	-3,000	57.09%	36,420.00	20,306.89	16,113	55.76%
302 Grants				N/A	36,400.00	16,873.00	19,527	46.35%
303 Felixstowe in Flower	8,250.00	2,854.20	-5,396	34.60%	5,900.00	3,196.78	2,703	54.18%
304 Communication	10,000.00	2,490.83	-7,509	24.91%	13,112.00	3,098.00	10,014	23.63%
305 Community Projects & Partners				N/A	43,301.00	31,000.00	12,301	71.59%
NET TOTAL	25,242.00	9,337.03	-15,905	36.99%	135,133.00	74,474.67	60,658.33	55.11%

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Committee is requested to consider the budget report to 10 September 2021 and decide any action it deems necessary.

AGENDA ITEM 7: ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2022/23

Council provides on-going funding support for several local partner organisations each year. Funding that was given in the current year is shown as follows:

As Annual Grants:

	2021/22
Art on the Prom	£1,400
Citizen's Advice Bureau	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Association	£ 0
Salzwedel Twinning Association	£ 200
Total	£11,400

Through Community Fund Projects:

	2021/22
Level Two Youth Project	£10,000
Landguard Partnership	£ 5,000
Harwich Harbour Ferry Services Partnership	£ 1,000
Felixstowe Forward (<i>2020/21 was year 3 of 3</i>)	£15,000
Total	£31,000

Christmas Lights

The Lions Club	£6,750
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A report has been requested from the Lions Club to update members on their work and request for a continued contribution towards the Christmas lights. This will be forwarded to Committee on receipt and tabled at the meeting.

Relevant organisations have been asked to confirm their ongoing requirements in order that Committee can consider provisions for Annual Grants in the 2022/23 financial year.

The Salzwedel Association have declined a grant for the year 2022/23 due to non-expenditure of previous grant due to Covid. The Wesel Twinning Association for the second year running also have declined a grant for the year 2022/23, but requested to let members know that it will be the 50th Anniversary in 2024 when they will be planning to apply for a grant to commemorate this achievement.

Members will be provided with completed applications which are received in advance of the meeting.

The Landguard Partnership is anticipated to wind up as the new Landguard Charity Trust is established. When this happens, in all likelihood before the end of the current financial year, there will be no further Partnership fee required from the Town Council.

A report has also been requested from Harwich Harbour Ferry Services (HHFS), with recent accounts for Committee to consider any agreement for 2022.

The partnership agreement is currently renewed on an annual basis, and in order to review the financial situation from all perspectives at an early stage for the 2022 season, a meeting of the partners normally takes place in October.

Under the terms of the agreement, the partners' contributions, totalling £31,000 are currently split as follows:

- Essex County Council: £12,500
- Suffolk County Council: £12,500
- Tendring District Council £1,500
- East Suffolk Council: £1,500
- Babergh District Council: £1,000
- Felixstowe Town Council: £1,000
- Harwich Town Council: £1,000

The annual contribution is to support the refurbishment and running costs of the service. Essex County Council manage the agreement on behalf of the partners, advising Harwich Harbour Ferry Services on the marketing of the service, the partnership and monitor the performance of the service in discussion with the partners.

Committee is requested to consider the provision of Annual Grants and Community Fund Projects for inclusion as part of the preparation for the Committee's 2022/23 draft budget recommendations.

AGENDA ITEM 8: COMMUNICATIONS APPRENTICE REPORT

Report from the Council's Communications Apprentice, Holly Miles, who joined the Town Council on 2nd August 2021.

Progress so far:

- Gaining general understanding of the Council and how its social media channels relate to the organisation itself.
- Familiarising myself with the production of the magazine.
- Supporting Mayoral activities and communicating Council news.
- Assessing social media performance and identifying opportunities for improvement.
- Formulating plan to improve coverage of events.
- Attended training events on youth engagement and climate change.

Ongoing and Future Objectives:

Increasing posts across all social media platforms – increasing the regularity of posts and content will improve following and engagement.

Promotion of the Women's Tour, FelixFest and the Felixstowe Triathlon. Increased social media coverage, including increased interaction with other related social media channels to create a digital dialogue between ourselves and other relevant organisations.

Promotion of Civic Awards in conjunction with the Women's Tour.

Creating an Instagram account for the Town Council. Researching how other Town Councils utilise Instagram as a platform for successful communication. Mirror what we are doing with our other social media channels.

Identifying a platform to generate consistent infographics across all social media platforms. This is a mechanism to ensure that information can be distributed in a more digestible manner.

Reviewing analytics to indicate performance across the Town Council's social media platforms. Researching analytic programs to best indicate this performance.

Creation of 'Mayor of Felixstowe' social media accounts. These will allow a wide range of Mayoral activities within the community to be shared. The purpose of this page is to increase coverage of the Mayor's positive initiatives and positive community involvement, whilst also ensuring separateness from the duties of the Council. The creation of the Mayor's social media pages will accompany increased promotion of Mayoral events. More frequent coverage of Mayoral events will aim to improve community engagement and attendance.

Adapting the process of content generation for the magazine. Working actively with community groups to stay in the loop about all the positive things that they're doing. Discussing and agreeing content from contributors long before the deadlines. Increased framing and editing of content within the magazine.

Promoting availability of Council Grants. Maintaining contact with recipients of Grants to ensure that the Council continues to be updated on outcomes. Ensuring that this is communicated through the medium of the magazine and online.

Development of the Community Directory to prepare for launch. When website is ready for launch, application of a social media campaign to encourage engagement and maintenance of the newly-launched site.

Committee is requested to note the report of the Communications Apprentice.

AGENDA ITEM 9: CIVIC AWARDS 2021

Special contributions to the community made by individuals, young people and organisations are recognised by the Town Council through the following annual Civic Awards:

- **Mayor's Awards:** Presented to up to 5 local people for their personal contribution to the community.
- **HMS Ganges Youth Trophy:** Presented to a local young person (aged 21 or younger) or organisation supporting young people in Felixstowe.
- **The Community Award:** Presented to recognise the contribution to the community by a local organisation.

In usual circumstances the Mayor would present the Civic Awards at the Annual Town Council meeting in May as part of the conclusion to their Mayoral year. However, in 2020 the pandemic meant the Mayor having to hand over the awards individually at a safe distance.

Due to the continuing circumstances this year and the Annual Town Meeting being held online in early May, alternative arrangements have been made to ensure that those who should be recognised are not overlooked. With the FelixFest/Women's Tour being held on the weekend of 9th and 10th October the option of using the podium stage for the Civic Awards ceremony was too good an opportunity to be missed. Nominations for the 2021 Civic Awards are now being sought to recognise contributions made during the pandemic and as we come out of restrictions, with a closing date of 20th September. A nomination card was included in the Autumn issue of the Town Council Magazine which is currently being delivered to all homes in Felixstowe and nominations are being requested via social media.

Following discussion with the Mayor and Civic Events Officer, the Civic Awards panel (comprising the Mayor, Deputy Mayor, Civic & Community Committee Chairman and Finance & Governance Chairman) will convene to review nominations and decide Awards on 22st September. All nominators and award winners will be contacted invite them to the Civic Awards presentation at the tour podium on Saturday 9th October as part of the FelixFest weekend. All our winners will be published online and via press release etc.

All of our Civic Awards winners from 2020 will also be invited to attend.

Committee is requested to consider and approve the arrangements for the Civic Awards, and decide any other actions it deems necessary.

AGENDA ITEM 10:FELIXFEST/WOMEN’S TOUR EVENTS

As reported to the Council’s Civic & Community Committee on 17th February 2021, the 2020 Women’s Cycling Tour, postponed from its planned finish in Felixstowe on Saturday 13th June last year, was rescheduled for 2nd - 9th October. The Suffolk stage - and final stage of the race – concluding in Felixstowe on Saturday the 9th October.

With plans now finalised, Felixstowe Town Council is supporting the event planning and has confirmed its sponsorship of the event of £25,000 from the Community Fund Earmarked Reserve.

As previously reported, the programme is largely similar to that planned in 2020. Activities include a pump track for advanced level and beginner cyclists; a high ropes course, football skills, football cage, Tour village with sponsor partners, 10k bike ride, a bike trail scavenger hunt with shops in the town centre (from station to event area), town centre pop up event, cycle jersey competition, free cycling tuition with the Suffolk Road Safety Team, Kinetec packs in schools, outdoor cinema, plus other events and a programme on the podium. As part of the event the Town Council will be presenting the Civic Awards to Felixstowe’s community heroes on the podium.

On Sunday 10th October, Felixstowe’s first Triathlon event will take place, with the Town Council the co-sponsor.

In the lead up to the event, representatives from Felixstowe Town Council will participate in a ‘media ride’ from Wickham Market to Felixstowe on Friday 17th September. The Deputy Mayor will join the riders when they arrive in Felixstowe for a photo call with the press.

The Town Council will have a presence at the event with a stall in the Tour village.

As a main sponsor, the Town Council has been allocated up to four ‘VIP’ tickets for the start of the Suffolk stage in Haverhill and six for the finish in Felixstowe. Members are asked to consider how these could be allocated, noting that there may be up to six Civic Awards winners (five Mayor’s Awards plus one Youth Award).

Committee is requested to note this update, and any further information on the FelixFest/Women’s Tour events.

AGENDA ITEM 11: REMEMBRANCE 2021

Meetings have taken place to coordinate plans for this year's remembrance events with the Mayor, Deputy Mayor, officers, local clergy and representatives from the Felixstowe Branch of the Royal British Legion. 2021 is a special year for the Felixstowe Branch of the Royal British Legion as it marks its Centenary.

The Remembrance programme has been agreed as follows:

Saturday 23rd October, 10.00am - 4.30pm - in Felixstowe Town Centre - Centenary Celebrations (Coordinated by the RBL).

Armistice Day, Thursday 11th November, 11am – Two Minutes Silence at Felixstowe War Memorial. Schools are being invited to attend and participate.

Friday 12 November, 7.30pm - The Festival of Remembrance concert at Spa Pavilion (Coordinated by the RBL).

Sunday 14 November 2021:

9.45am - Civic Remembrance Service, St Johns Church, Orwell Road.

10.45am - Civic Act of Remembrance, Felixstowe War Memorial, Undercliff Road West.

12 noon - Remembrance service at the War Graves, Felixstowe Cemetery.

Committee is requested to note the report on Remembrance activities, alongside any other update, and decide on any actions it deems necessary.

AGENDA ITEM 12: CHRISTMAS CIVIC SERVICE AND MAYOR'S CHARITY EVENTS

Since the easing of restrictions, Mayoral events have been able to resume, with many activities now being planned – subject to prevailing Covid19 guidance.

The Mayor will be holding his Civic Christmas Carol Service on the evening of Friday 17th December at St John's Church, invitations to this will be sent out shortly.

The switching on of the Christmas lights is due to take place on Saturday 27 November at the Triangle.

The Mayor's two nominated charities are Felixstowe Citizen's Advice and the Felixstowe Carnival and they form a Mayor's Charity committee to organise the fundraising at these events aided by the Civic Events Officer.

The Mayor held his first Charity event, a Pop Quiz, on 3rd September, which was sold out.

Mayoral Charity Event dates:

Thursday 14 October 6.30pm - 1940s Wine and Cheese evening at Landguard Fort

Sunday 14 November 1pm - A Curry lunch & Conversation with David Sheepshanks, Tommy Smith & Russell Osman
hosted by Mark Murphy - Blue Naan Curry Lunch

Monday 17 January 6.30 pm - Curry Night at Bombay Nite

Thursday 24 February 6.30pm - Murder Mystery Evening – Alba Chira

March 2022 - Date & time tbc – one worth waiting for

Friday 6 May 6.30pm - The Mayor's Charity Ball

Committee is requested to note the details for the Civic Christmas Carol service and Mayor's Charity events and decide any action it deems necessary.

AGENDA ITEM 13: FELIXSTOWE IN FLOWER

The baskets and the flowers in the tubs, planters have mostly been exceptional this year - possibly the best they have been for many years – attracting praise from a local nursery on the fantastic displays.

In the hanging baskets, the nursery supplied a professional grade potting compost that contains peat and in the tubs we used standard Multipurpose that contain peat. Following discussions with the Climate Emergency Group it was decided to trial some peat free compost this year. Unfortunately results appear to indicate that peat-free compost does not achieve the same outcome as more traditional peat compost under the same conditions. See below photos for comparison :



The peat free compost that was tested was meant to be one of the best on the market and is made from mulched tree bark, which doesn't have any contamination from herbicides nor is it shipped across the world like coir. However, it is very apparent that the plants are not getting as many nutrients from this compost and the water retention isn't as good. Water retention gel as well as granular feed could be added if this is likely to improve results, but the environmental cost of this would need to be established. Further research will be done before next year's baskets are ordered as to which compost the nursery should use in the baskets.

Felixstowe Ferry Golf Club provided use of their 'grey water' for the second year running. Officers would like to thank the Golf Club for all their support with this.

Compost which was donated by East of England Co-op Funeral Services went out to all local schools and the Mayor & Civic Events Officer were pleased to visit some of these schools to see what projects they were working on. Schools were encouraged to submit paintings and artwork, and a lovely selection of paintings was received from Fairfield School.

A social media promotion has taken place this year in the absence of the usual events, and many garden photos were submitted by members of the public which were posted on a newly created Felixstowe in Flower Facebook page.

The Felixstowe Allotment Association (FAA) held their allotment competition this year with 3 winners. The Best Newcomer, Cowpasture award, and the Best Overall Allotment awards will be presented at their Annual AGM in November, where the Mayor will present the trophies.

All previous sponsors and other businesses in the town were written to at the beginning of the year to inform them that any sponsorship received in 2020 would be rolled over to 2021 and to also ask if they would consider a donation towards their hanging baskets or tubs this year. The total expected donations/sponsorship will be just over a third from previous years pre-pandemic and is currently expected to be £3,204.20. Budget this year was set at £8,250.

Photographs are currently being taken of each of the baskets and tubs to be shared with the sponsors and it is hoped that this will encourage repeat sponsorship in 2022.

Committee is requested to note the Felixstowe in Flower update report and decide any action it deems necessary.

AGENDA ITEM 14: FESTIVAL OF SUFFOLK/QUEEN'S PLATINUM JUBILEE 2022

Lady Euston, the Lord Lieutenant of Suffolk, has invited parish and town councils across Suffolk to participate in a Festival a celebration of the county during the Queen's historic Platinum Jubilee in 2022 to bring together all people and communities in joyful celebration.

In response to the initial invitation the Clerk has registered to receive further updates on behalf of the Town Council.

Since this time, plans for the Festival are now being prepared and the Town Council has been invited, alongside all town and parishes in Suffolk, to send one representative as 'Festival Community Champion' to attend a Zoom meeting with Lady Euston either 28th September at 11.30am or 30th September at 3.30pm.

A Festival of Suffolk website <https://www.festivalofsuffolk.org/> has been created to host the array of events that are anticipated to take place over the Festival period.

More details are outline in the briefing document at **Appendix B**.

As part of the Queen's Platinum Jubilee the 'Queen's Green Canopy' initiative is inviting people to enhance the environment by planting trees from October, when the tree planting season begins, through to the end of the Jubilee year in 2022:

<https://queensgreencanopy.org/>

With a focus on planting sustainably, the QGC will encourage planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.

As well as inviting the planting of new trees, The Queen's Green Canopy will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

The Government has announced the that May Bank Holiday Weekend will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June will see a four-day weekend to celebrate Her Majesty The Queen's Platinum Jubilee - the first time any British monarch has reached this historic milestone.

Committee is requested to consider Council's participation in the Festival of Suffolk and the Queen's Green Canopy and ways in which it can support events to mark the Queen's Platinum Jubilee in 2022, particularly over the Thurs 2nd – Sunday 5th June bank holiday weekend.

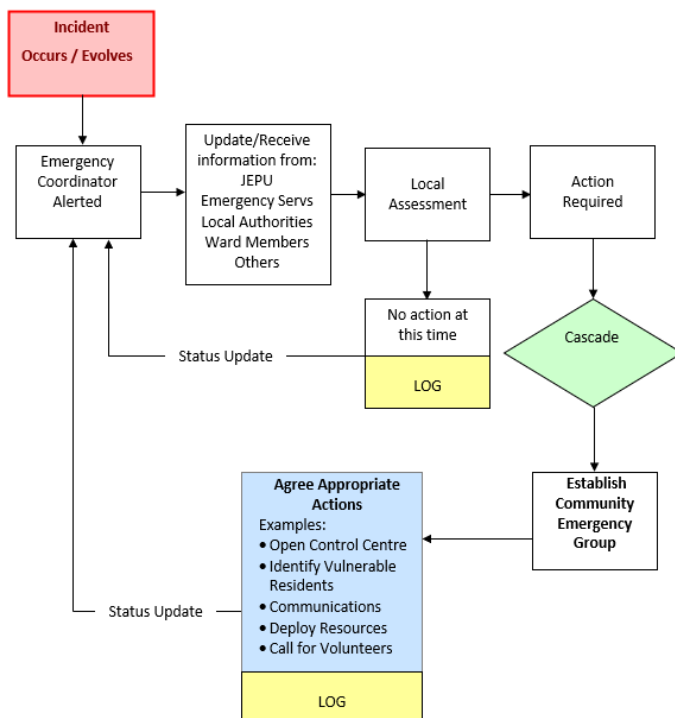
AGENDA ITEM 15: COMMUNITY EMERGENCY PLAN

As a follow-up from the flash flooding event that affected some properties in Felixstowe on the 25 June, the Community Emergency Working Group met to review the emergency and the Community Emergency Plan (CEP). The notes of this meeting can be found at **Appendix C**.

At the meeting the Emergency Co-ordinator and Deputy Emergency Co-ordinators recognised that communication from the Council could have given greater assurance to the public. It was also agreed that, although the emergency services were deployed appropriately at the time, the cascade messaging process from the Joint Emergency Planning Unit (JEPU) could have been more effective. The CEP Working Group has since contacted JEPU with feedback from the flooding event, providing an updated CEP, with further updates to follow. An improvement to cascading information is being sought to ensure communications are robust in future.

The CEP includes a flowchart which details what should happen in an emergency, and this was also reviewed, and considered still effective for future emergencies such as further flooding or the gridlock which caused chaos this month.

Plan Process Flowchart

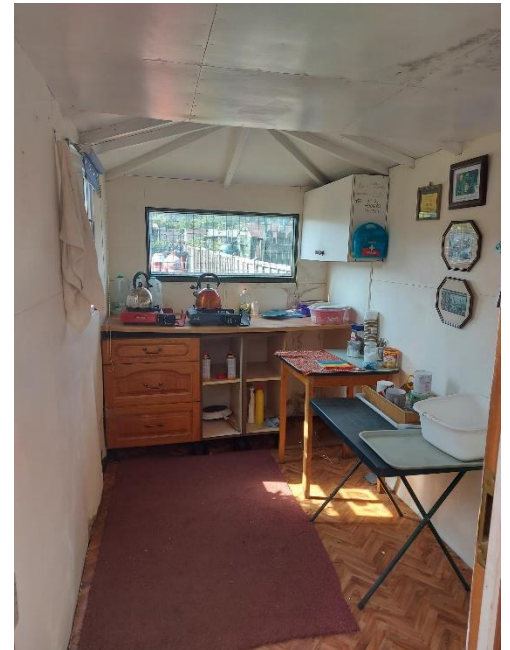


Further work on the CEP is being carried out to ensure all contacts, including those for resources are current and up to date. The new version will be uploaded as a redacted copy on the website when this work is completed and also sent to JEPU.

Committee is requested to note the update report on the Community Emergency Plan and decide any action it deems necessary.

AGENDA ITEM 16: FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

The Felixstowe Allotment Association (FAA) is seeking funding support to replace their community and education “hut” that sits on plot 39 at Cowpasture allotment site Candlet Road Felixstowe. The existing wooden structure has evolved since the Association was formed from several self-made allotment sheds and additions but is now quite dilapidated and no longer fit for purpose.





The Cowpasture site hosts 306 of 456 plots across the five sites owned by Felixstowe Town Council. The “hut” serves as a meeting place for conversation, refreshment, storage and is very much a “focal point” which now includes a shop in a shipping container.

Regular visitors also include a local primary school. The current building is not fully waterproof, has a soil floor covered in re-purposed carpets with no water or electricity.

A replacement building is required which would sit on a solid foundation, be fully waterproof with adequate insulation for year-round use. The interior would have sufficient tables chairs with a small “kitchen” area. The exterior would include a purpose made seating area with suitable benches, chairs , etc to sit outside, and in shade when necessary. The Association currently has 293 members, the majority being at the Cowpasture site.

The new structure will allow more members to use the facility and will be designed and equipped for their benefit. The opportunities to use the building will be increased throughout the year to include social functions, BBQ’s and daily/weekly social tea/coffee gatherings. Visiting school children will benefit from using the building and the outside seating area. The shop can also be opened more often than the current Saturday morning weekly. In all, the new hut will allow greater flexibility in the FAA’s aim to promote and support a flourishing community of allotment gardeners in Felixstowe.

The Association is seeking funding to support the provision of the building, with the project to also include purchase of the interior fittings including, chairs, folding tables, floor coverings, kitchen work top and cupboards. Additionally, the building will be weather-treated and an external seating area will be established and equipped with maintenance free tables/ benches with sun protection using a retractable sun blind. Solar panels would also be considered for internal/external lighting/power

The total project cost is estimated to be £15,000. The FAA report received one quote for the cost of a 5x4m insulated cabin @ £11,539.99.

The FAA will be putting its own funds towards the project and is seeking funding support towards the project from Felixstowe Town Council in the first instance, with an approach to district and county councillors for possible ECB and Locality funding thereafter. Whilst the FAA currently holds about £12,000 in reserves this is largely set aside in anticipation of a potential capital sum to purchase a toilet but with a monthly maintenance agreement with a local company. The reserve also provides for Members insurance when working their plots - which is expected to increase considerably to cover the new community building - winter meetings with guest speakers and Member's needs. The average annual net surplus from income has been £1,906. Some of these funds are also held in readiness to purchase stock for the shop which fluctuates depending on the season plus running the annual "seed order" with Kings every October (excess of £3000 last year).

FAA understands that it is welcome to apply for funding via the Council's Occasional Grant scheme but the 'Round 2' deadline (30th November) is too late for the project this year. As such the Town Council was asked to consider supporting this project as a distinct and separate funding request.

Council considered the project at its meeting of 8th September 2021, resolving that:

Council is supportive of an improved facility for the Felixstowe Allotment Association, acknowledges that this may meet the criteria for CIL, and refers this matter to the Civic & Community Committee for further consideration. As part of that process Felixstowe Allotment Association are advised to seek advice as to whether their proposals would require planning permission.

Committee is therefore requested to consider this matter as referred by Council and decide on any actions it deems appropriate.
