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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## 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 16 February 2022** at **7.30pm** for the transaction of the following business:

### **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 meeting during the public session.

*There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**To join the meeting please follow this 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**  
**11 February 2022**

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 one minute 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 19 January 2022 as a true record. **(Pages 4-8)**
- 5. Langer Park Enhancements Presentation**  
To receive a presentation on plans to enhance Langer Park, and consider any support from the Town Council. **(Page 9)**
- 6. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 10 February 2022 and consider any actions deemed necessary. **(Page 10 & Appendix A)**
- 7. The Queen's Platinum Jubilee weekend**  
To receive an update on the Queen's Platinum Jubilee weekend. **(Page 11)**
- 8. Annual Town Meeting/Civic Awards 2022**  
To consider arrangements for this year's Annual Town Meeting and Civic Awards. **(Page 12)**
- 9. Felixstowe in Flower 2022**  
To receive an update report and consider arrangements for Felixstowe in Flower 2022. **(Pages 13-14)**
- 10. Town Centre Tree Planters**  
To consider a report on the provision of new tree planters in the town centre, in conjunction with the Felixstowe BID, and decide on any actions deemed necessary. **(to follow)**
- 11. Occasional Grants Policy**  
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 15 & Appendix B)**
- 12. Press & Media Policy**  
To review Council's Press & Media Policy and make any recommendations to Council. **(Page 15 & Appendix C)**

- 13. Occasional Grant Application – Felixstowe Area Community Transport**  
To consider a grant application from FACTS for funding towards Renovation of the Portakabin office. **(Page 16 & Appendix D)**
  
- 14. Closure**  
To close proceedings and confirm the date of the next meeting, scheduled for Wednesday 14 April 2022 at 7.30pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 19 January 2022** at **7.30pm**

**PRESENT:** Cllr S Wiles (Chairman) Cllr M Morris  
Cllr D Savage (Vice-Chairman) Cllr G Newman  
Cllr D Aitchison Cllr M Richardson  
Cllr S Harkin

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Civic Events Officer – *via Zoom*)  
Ms H Miles (Communications Apprentice – *via Zoom*)  
Mrs J Smith (Administration Assistant – *via Zoom*)

**IN ATTENDANCE:** 2 Members of the public (*via Zoom*)

### **328. PUBLIC QUESTION TIME**

There were none.

### **329. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

### **330. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Wiles Cllr M Richardson	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)
Cllr D Savage	333	Local Non-Pecuniary (as a representative to the Landguard Partnership)
Cllr S Wiles	333	Local Non-Pecuniary (as a Board Member to the Landguard Trust; Highways Drainage Cabinet Member; and Assistant Cabinet Member for the Economy)

### **331. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 20 October 2021** be signed as a true record.

### **332. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 13 January 2022.

**It was RESOLVED that the Budget Report to 13 January 2022 be received and noted as presented with no other action required at this time.**

### **333. OCCASIONAL GRANTS ROUND TWO 2021/22**

Committee considered completed applications for funding received prior to the 30 November 2021 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £33,372.25.

The Town Clerk advised that there was £14,827 available in the budget for this second round of grant applications.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

#### **Felixstowe BID**

£2,341 to support the Visit Felixstowe website to continue to broadly promote the whole of Felixstowe as a visitor destination.

Committee would welcome an update from the BID on the events being planned and promoted for 2022 and beyond.

#### **BOOST**

£2,500 towards bereavement counselling and mentoring.

#### **Disability Advice Service**

£1,500 towards continuance of the crisis intervention service

#### **FACTS**

Members considered an application from FACTS for funding towards a vehicle that had already been purchased. Committee ordinarily would not fund retrospective applications but understood from the application that funding was needed to support repairs necessary to their portakabin.

Agreed that a maximum of £2,000 be ringfenced and FACTS be invited to resubmit and application to be considered at the next Civic & Community Committee on 16<sup>th</sup> February with details of repairs required to the portakabin.

#### **Felixstowe Detachment Army Cadets**

£429 towards improving communications delivery

#### **Felixstowe Hockey Club**

£250 towards coaching qualifications

#### **Felixstowe Museum**

£1,500 towards their Accessible Community Museum Engagement project to purchase conference camera, projector and other equipment.

**Felixstowe Sea Angling Society**

£700 towards replacement of aging security lighting and CCTV equipment.

**Lions**

£3,000 towards a new store and workshop for the Christmas Lights.

**Save the Children**

£606.71 towards renovations for Santa and Rudolph's Ride around Felixstowe.

**It was RESOLVED that:**

- i. **for the second round of Occasional Grants for 2021/22 a total of £12,827.71 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. **FACTS be invited to submit a new Occasional Grant Application form by 9<sup>th</sup> February to be considered at the Civic & Community Committee meeting on 16<sup>th</sup> February for repairs to their Portakabin, with £2,000 being ringfenced as a maximum request.**

**334. THE QUEEN'S PLATINUM JUBILEE WEEKEND**

Committee noted the report on the Queen's Platinum Jubilee Weekend. The Town Clerk reported that a bagpiper and beacon lighting would take place at Landguard Fort on 2<sup>nd</sup> June with the song for the Commonwealth 'A Life Lived with Grace' being sung by a local choir.

On Friday and Saturday there would be a stage with music and entertainments at Beachside Events Area. Planning was also in progress for the community 'Big Lunch' on Sunday 5<sup>th</sup> June, which was hoped to take place in the Town Centre of Beachside Events Area alongside street parties throughout the town.

Committee was pleased to note that street closure charges from Suffolk County Council had been waived for the Queen's Jubilee weekend, however, the Town Clerk confirmed that there was an early deadline to applications for this at the end of March. This will be promoted in the Spring Magazine.

The organising committee and Town Council will be asking for community involvement, with the Civic Events Officer and Communications Apprentice engaging with schools. Each school will be asked to design a medal/coin for the Jubilee and each school will get its own design.

**It was RESOLVED that the Queen's Platinum Jubilee Weekend report and update above, be noted.**

**335. CIVIC AWARDS 2022**

Committee considered options for the 2022 Civic Awards. Given the activities around the Jubilee it was anticipated that this year's winners could participate in

the weekend too. It was agreed that the formal Civic Awards ceremony should take place at the Annual Town Meeting as, in pre-pandemic times, highlighting the work of individuals as well as community organisations was a key element of the meeting.

Members commented on the need to increase the number and breadth of nominations. It was agreed that this year's Civic Awards should be promoted in conjunction with the Jubilee and nominations could reflect the efforts of community heroes across the whole 70 years of the Queen's reign and would not preclude previous recipients from being nominated.

**It was RESOLVED that:**

- i. The Civic Awards should have a Jubilee theme; and,**
- ii. The awards be planned to be held at the Annual Town Meeting, with the winners to also be invited to participate during the Jubilee weekend.**

### **336. HARWICH FOOT FERRY SERVICES**

Committee noted the report on the Harwich Foot Ferry and agreed that it was a very important tourist link.

**It was RESOLVED that the Partnership Agreement be renewed for 2022/23 and the funding be released in the 2022/23 financial year.**

### **337. DIGITAL COMMUNITY DIRECTORY PROJECT**

Committee noted the report on the digital community directory and was pleased to note that it was self-servicing for community groups to update their own details, with the ability for the Council to moderate entries.

The Clerk confirmed that the service would be free to use by any community groups which were based, or supporting residents, in Felixstowe.

**It was RESOLVED that the update report on the Community Directory be noted.**

### **338. MAYOR'S CHARITY EVENTS**

Committee noted the dates for the upcoming Mayor's Charity events

**It was RESOLVED that the Mayor's Charity events report be noted.**

### **339. SUSTAINABLE PLANTING**

Committee noted the report detailing planning for sustainable bedding plants and the Queen's Green Canopy. The Clerk confirmed that 105 trees had been ordered from the Woodland Trust and the 'Wild Harvest' pack would be delivered sometime in March. Once this date has been received a planting date can be

arranged for schools, community groups and Members to plant a tree each. The Clerk confirmed that all trees planted on Council land would be watered and managed.

Members noted that sustainable plants had been planted in the wooden tubs. The Clerk advised that, following Members' comments at the previous meeting, he was in discussion with the Felixstowe BID on a project to install new tree planters through the Hamilton Road Shared Space. A report on this would be brought to the next meeting.

**It was RESOLVED that the Sustainable Planting report be noted.**

#### **340. CLOSURE**

The meeting was closed at 9.34pm. The next meeting was noted as being scheduled for Wednesday 16 February 2022 at 7.30pm.

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## **AGENDA ITEM 5: LANGER PARK ENHANCEMENTS** **PRESENTATION**

East Suffolk Council has committed to a series of improvements and enhancements to Langer Park in Felixstowe. ESC's vision for Langer Park is to capitalise on the existing natural assets of the park by enhancing wildlife, mitigating against ASB and encouraging increased community use.

The park itself, while well used, has not benefited from a holistic management plan. The proposed scheme will include grounds management of the park, re-instating the toilet facilities, providing new play equipment, updating signage and planting of new trees.

Mrs J Edgerley, ESC Development Officer, will be attending the meeting (via Zoom) to update the Town Council on progress that has been made so far to the park; present some of the concept designs and further proposed changes for subsequent phases of work.

East Suffolk Council is also asking the Town Council to consider supporting the provision and installation of a Resilience Memorial in the park and would also welcome any other ideas to enhance the area.

As part of the Platinum Jubilee celebrations, the Town Council and East Suffolk Council will be planting seven oak trees – one for each decade of Her Majesty's reign - at Langer Park at 2pm on Friday 11<sup>th</sup> March (the 70<sup>th</sup> day of 2022). It is anticipated that the formal launch of the Langer Park enhancement project will coincide with this event. Members are invited to attend and support this event which will also mark the start of the Town Council's participation in the Queen's Green Canopy project for 2022.

**Committee is requested to note the presentation from ESC on the Langer Park Enhancement Project and consider any recommendation to Council on the Resilience Memorial and/or any other ideas to support the enhancement of the park.**

## **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 February 2022 is provided below with a detailed report at **Appendix A**.

1 April - 10 February 2022 (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%	35,920.00	25,387.18	10,533	70.68%
302 Grants				N/A	36,400.00	30,399.71	6,000	83.52%
303 Felixstowe in Flower	8,250.00	3,087.53	5,162	37.42%	5,900.00	4,309.10	1,591	73.04%
304 Communication	10,000.00	3,740.83	6,259	37.41%	13,112.00	9,287.00	3,825	70.83%
305 Community Projects & Partne				N/A	43,301.00	31,155.88	12,145	71.95%
<b>NET TOTAL</b>	<b>25,242.00</b>	<b>10,820.36</b>	<b>14,421.64</b>	<b>42.87%</b>	<b>134,633.00</b>	<b>100,538.87</b>	<b>34,094.13</b>	<b>74.68%</b>

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**Committee is requested to consider the budget report to 10 February 2022 and decide any action it deems necessary.**

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## **AGENDA ITEM 7: THE QUEEN'S PLATINUM JUBILEE WEEKEND**

The Jubilee working party met on 2<sup>nd</sup> February, and plans are moving forward for the weekend of the Queen's Platinum Jubilee 2 – 5 June 2022.

### Thursday 2<sup>nd</sup> June

Procession to the Town Hall for the National Proclamation (1pm), Civic Award winners to be invited to join. A parade inviting local cadet groups is also planned.

In the evening, in advance of the National Beacon lighting, the Felixstowe Community Choir will sing the new Commonwealth song 'A Life Lived with Grace' and a bagpiper will play 'Diu Regnare' at Landguard Fort.

### Friday 3<sup>rd</sup> June & Saturday 4<sup>th</sup> June

Weekend of music and celebration, incorporating the Beachside Events Area, with community groups and schools taking part between 12 – 4pm and music bands presenting songs through all the decades of the Queen's reign from 4pm – 10pm. Some groups have been approached to carry out displays in the sea which should be a taster to plans for the forthcoming 'Festival of the Sea'

### Sunday 5<sup>th</sup> June

In the morning there will be a Civic Service at St. John's Church.

Community day with a 'Big Lunch' either at the Beach Side Events area or Town Centre.

Street parties being supported across the town.

Throughout the weekend and in the lead up to this, shops will be encouraged by the BID to decorate with a Jubilee theme. Bunting and banners will also be displayed around the town.

Events and activities are being promoted with the Town Council's Magazine, with the community being encouraged to share its plans so that a full programme can be produced. The deadline for information to be included in the Town Magazine is the 21<sup>st</sup> February.

**Committee is requested to consider the update report on the Queen's Platinum Jubilee weekend.**

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## **AGENDA ITEM 8: ANNUAL TOWN MEETING / CIVIC AWARDS**

As discussed at the last Civic & Community meeting, it was agreed that the Civic Awards should have a Jubilee theme and be presented at the Annual Town Meeting.

Enquiries have been made to hire the Felixstowe School as in the two years prior to Covid, however, they are currently not allowing any outside events. Other venues are being investigated such as Harvest House and Orwell Hotel. The Town Hall is an option but is not large enough.

All Civic Award recipients will be invited with their families to the Annual Town Meeting and will also be recognised at the Jubilee Weekend and can join a procession to the Town Hall for the reading of the Proclamation and also appear on the stage at the Beach Side events area. The closing date for entries is 31<sup>st</sup> March.

All community groups who have received a grant from us over the past year will be asked to write a report on how the grant has helped their project and these will be presented at the Town Meeting. These groups alongside previous grant recipients from the years during the pandemic and other local organisations will also be invited to have a display to showcase their projects in will be asked in particular to highlight their environmental aims.

**Committee is requested to consider the update report for the Annual Town Meeting and the 2021-22 Civic Awards.**

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## **AGENDA ITEM 9: FELIXSTOWE IN FLOWER**

This year we have requested that the plants are ready for the baskets in time for the Queen's Platinum Jubilee. This means that the Launch of Felixstowe in Flower will be much earlier and it is planned that this will take place at the Triangle on the Saturday before the Jubilee weekend 28 May.

It would be good to repeat the Councillor's competition of planting up a tub with a Jubilee theme.

The Carnival, Fort, BID and other organisations will be invited to promote their Jubilee events at the launch.

The wooden tubs have been planted up with sustainable bedding, and the hanging baskets and troughs will bring some welcome colour throughout the town.

It is hoped that the competitions and Award Ceremony can also take place this year. There are currently over 20 categories of competitions, each being introduced over the past few decades when Trophies have been donated to Felixstowe in Flower. Members may wish to consider the categories, and suggest changes to these. Felixstowe in Flower is its 37<sup>th</sup> year and some of these categories date back to the early years.

The current competitions are as follows:

### **Residential Competitions**

- Private Front Garden - Best floral container
- Private Front Garden - Small Garden (<60m<sup>2</sup>)
- Private Front Garden - Large Garden (>60m<sup>2</sup>)
- Town Centre - Best floral container
- Floral Balcony

### **Commercial Competitions**

- Commercial Premises (Garden)
- Commercial Premises (Non-Garden)
- Commercial Premises - Best floral container
- Residential Home - Best floral container
- Hotel/Guest House - Best floral container
- Public House - Best floral container

### **Open to All**

- Most Unusual Container
- Best Use of Colour
- Best Sustainable Planting
- Seaside Theme

### **Children's Competition**

- Tallest Sunflower Competition - Grown by any person under 16 years of age

The Schools are also invited to enter the Environmental project, growbag project and painting competitions.

**Allotment competition**

- Best Newcomer
- Best Allotment
- Cowpasture

It is hoped to be able to hold the Awards ceremony at Felixstowe School once again, but as they are currently not accepting outside bookings other venues will be explored. The date will be set in mid September.

**Committee is requested to consider the update report on Felixstowe in Flower**

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## **AGENDA ITEM 11: OCCASIONAL GRANTS POLICY**

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications.

The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council has approved a provision of £25,000 towards Occasional Grants in 2022/23. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2022/23 cannot exceed £25,000 without approval from Council.

The current policy is attached at **Appendix B** for review with no changes proposed at this time.

**Committee is requested to review the Occasional Grants Policy and recommend to Council for approval.**

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## **AGENDA ITEM 12: PRESS & MEDIA POLICY**

Council's Press & Media Policy, approved in March 2021, is now due for review and is attached at **Appendix C** with no changes proposed at this time.

**Committee is requested to review the Press & Media Policy and recommend to Council for approval.**

## **AGENDA ITEM 13: OCCASIONAL GRANT APPLICATION – FELIXSTOWE AREA COMMUNITY TRANSPORT**

At the previous meeting, Committee considered an application from FACTS for funding towards a vehicle that had already been purchased. No grants was awarded due to this being a retrospective applications. However, Committee understood from the application that funding was needed to support repairs necessary to the FACTS portakabin.

Accordingly, it was agreed that a maximum of £2,000 be ringfenced from the Occasional Grants fund and FACTS be invited to resubmit an application with details of repairs required to the portacabin (*Minute #333 of 2021/22 refers*).

The application has been received (**Appendix D**) with supporting documents circulated to Members.

**Committee is requested to consider a grant towards renovation of the FACT Portakabin office.**