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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 M Sharman (Chairman)

Cllr C Franklin (Vice Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr J Candy

Cllr A Folley

Cllr S Harkin

Cllr M Morris

Cllr B Price

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 14 June 2023** 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.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
**Town Clerk**  
**9 June 2023**

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 requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of Civic & Community Committee meeting held on 12 April 2023 as a true record. **(Pages 3-8)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 9 June 2023 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Occasional Grants Round 1 2023/24**  
To consider occasional grant applications submitted for the first round of Occasional Grants 2023/24 and receive an update on Grants. **(Pages 10-11)**
- 7. Annual Grants Update**  
To receive an Annual Grants update in respect of Art on the Prom. **(Page 11)**
- 8. Suffolk Day 2023**  
To receive an update regarding arrangements for Suffolk Day. **(Page 12)**
- 9. Flag Flying Arrangements**  
To review and consider Flag Flying arrangements at the Town Hall. **(Page 13)**
- 10. Twinning Policy**  
To receive a report on Town Twinning and review the Council's Twinning Policy. **(Page 14 & Appendix B)**
- 11. CCTV Update**  
To receive a report on CCTV. **(Page 15)**
- 12. Tour of Britain**  
To note the report on the Felixstowe stage of the Tour of Britain and consider the Council's participation. **(Pages 16-19)**
- 13. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 13 September 2023 at 7.30pm.

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

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 12 April 2023** at **7.30pm**

**PRESENT:** Cllr S Wiles (Chairman)  
Cllr D Savage (Vice Chairman)  
Cllr S Gallant  
Cllr S Harkin  
Cllr M Morris  
Cllr M Richardson

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Miss H Miles (Communications Apprentice)

**IN ATTENDANCE:** Two members of the public (via Zoom)

### **493. PUBLIC QUESTION TIME**

None.

### **494. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison** and **Cllr K Williams**.

### **495. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)
Cllr M Morris	503	Other registerable interest (as a Resident of Ranelagh Road)

### **496. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 15 February 2023** be signed as a true record.

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

The Committee considered a summary and a Community Budget Report indicating income and expenditure against budget to 31 March 2023, and noted that this was not the final year end position due to final year-end adjustments such as accruals.

The Deputy Town Clerk reminded members that the Grants cost centre showed a large underspend, but this was due to the Capital Grants budget not being used, and the Cost of Living grants coming from the Community Support Earmarked Reserve as an alternative.

It was noted that Felixstowe in Flower also showed an underspend. This was due to the Felixstowe in Flower Awards Ceremony having been accrued for the previous year, as the Felixstowe in Flower Awards Ceremony 2023 did not take place due to the COVID-19 pandemic.

The Deputy Town Clerk updated committee on the expenditure chosen by Youth Forum. Three 'No Idling' banners had been purchased to replace those which were lost, or broken beyond use. It was noted that members of the Youth Forum had elected to spend the Youth Forum Budget on reflective keyrings, to be printed with the Youth Forum log and given to each pupil in all Felixstowe and Trimley Schools under a road safety campaign. It was noted that £1,000 was provided by the East Suffolk Community Partnership towards this project.

**RESOLVED that the Budget Report to 31 March 2023 be received and noted as presented with no other action required at this time.**

#### **498. FELIXSTOWE IN FLOWER**

Members noted the report on Felixstowe in Flower. The Town Clerk confirmed that Felixstowe Town Council have now taken on the blue planters either end of the Shared Space. It had also been confirmed by the Golf Club that we could continue to use the grey water, however, this would need to be monitored and would unlikely be enough to water all the trees and plants that required water.

Members enquired whether there would be a way to link Felixstowe in Flower to the Field to Fork project and also sustainable planting. Both could be a useful opportunity to involve schools more bringing a more edible side to Felixstowe in Flower taking into consideration the current Cost of Living crisis. The next round of grants for Field to Fork is in April. There are Field to Fork growth packs becoming available and it may be that there will be some available still to give out at the launch. The Field to Fork project may also want a stall at the launch.

Members agreed that in the future, it would be good if edible goods grown locally could be obtained for the awards ceremony.

**It was RESOLVED that the report on Felixstowe in Flower be noted.**

#### **499. ANNUAL TOWN MEETING /CIVIC AWARDS AND THE ANNUAL COUNCIL MEETING**

Committee received the information on the Annual Town Meeting and Annual Council Meeting. The Town Clerk informed committee that it had been a good campaign and more nominations had been received than in previous recent years with some really strong candidates. The panel will be meeting soon to

make a decision on the award winners. The panel who will decide on the Civic Awards is the Mayor, Chair, Vice Chair and Deputy Chair of Civic and Community Committee.

**RESOLVED that the report on the Annual Town Meeting/Civic Awards and Annual Town Meeting be noted.**

#### **500. SUFFOLK DAY 2023**

Members considered the report on Suffolk Day 2023, and remarked on previous successful Suffolk Days held. Last year local residential care homes were invited and it was held in the Seafront Gardens. With local schoolchildren reading poems. Members agreed that the intention should be to explore a repeat of last year's event asking if local residential care homes enjoyed it and would like to do it again.

**RESOLVED that the event similar to last year with tea and cake/biscuits in the Seafront Gardens be planned with Residential Care homes being asked if they would like to attend something similar this year on 21 June 2023.**

#### **501. CCTV UPDATE**

Members received the report on CCTV, and were pleased with the positive partnership working with East Suffolk Council and in due course with East Suffolk Services Ltd. In the new municipal year the CCTV working group will meet again and Sarah Gilson, Community services Operations Manager for ESSL will be invited to attend to discuss the future options to enable 24 hour monitoring of the CCTV and joint working with cameras also protecting ESC's assets.

The Deputy Town Clerk reported that the Police are hoping to be able to offer more accurate figures of data when the CCTV is being used to catch crimes and they confirmed that the CCTV is regularly used to monitor the situation in the shelters before sending officers down there.

Members gave thanks to STC Solutions for their service and await their quotation.

**It was RESOLVED that:**

- i. the CCTV Maintenance report and update on CCTV be noted; and,**
- ii. a CCTV Working Group meeting is arranged for the new municipal year.**

#### **502. WICKER FAMILY**

Committee considered the report on the Wicker family, members felt that the reality is that damage will occur again. Members welcomed the offer of trialling a more powerful camera with LED lights but felt that they were in a safer

environment at the Museum. Members were aware that people were expecting them to return to the Seafront Gardens.

When new CCTV equipment which is going to be live monitored and of a higher quality is fitted, this will make a real difference.

Members were conscious that the wicker family are 'frail' and to regularly move them may not do them much good. In the future, committee may wish to consider a more sustainable option.

**It was RESOLVED that:**

- i. the Wicker Family stay in their current position outside Felixstowe Museum until the CCTV has been replaced and is regularly monitored; and,**
- ii. publicity be made regarding why the family is staying in position at the Museum.**

### **503. CORONATION OF KING CHARLES III**

Councillor M Morris withdrew from this item as a resident from a street requesting a grant towards their street party.

Members found the number of grant requests uplifting in that so many groups want to do something for the community.

Committee agreed that a clause stipulating that any item purchased should be sustainable and/or biodegradable should be made and request that balloons are not purchased with the grant.

Members considered the cost of the bunting and also the storage of a large amount of bunting.

Members agreed that some decoration should be provided and agreed that smaller areas throughout the town should be considered, for example the triangle area, and railings outside the library. The Lions Club could be asked to help erect and also Council's Grounds team can erect some of this.

The Town Hall should be dressed in bunting and the Grounds team can work out areas of the town where bunting can be erected.

**It was RESOLVED that:**

- i. the report on the Coronation of King Charles III be noted; and,**
- ii. delegation be given to the clerk to use the Coronation of Charles III Earmarked Reserve to pay for grants (as shown to Committee plus any late applications) via a short application form request. Including a sustainable clause to all applicants.**

- iii. Delegation also be given to use the Coronation of Charles III Earmarked Reserve to purchase bunting to be put in prominent places around the town.

**504. ANNUAL GRANTS AND OTHER PAYMENTS**

Committee noted the report from the Lion Club of Felixstowe and the Town Clerk reported that the Lions are looking to upgrade the quality of the Christmas lights, they are happy with the grant being paid this year but have asked that in future years could an increased amount be requested. This will be reflected in the Annual Grant application form being reviewed in September by Committee for the forthcoming year 2024/25.

Members considered the grant given to the Landguard Fort and agreed that in reviewing the Annual grants in September that the Fort should be considered as part of the wider Landguard Partnership.

It was confirmed that the Grant for Art on the Prom will only be paid once it is confirmed that the event is going ahead.

**It was RESOLVED that the following Annual Grants and other payments for the year 2023/24 be granted:**

- i. **£6,750 towards the provision of the 2023 Christmas lights to the Lions Club of Felixstowe**

- ii. **Annual Grants:**

<b>Citizen’s Advice</b>	<b>£3,000</b>
<b>Felixstowe Book Festival</b>	<b>£2,000</b>
<b>Felixstowe Carnival</b>	<b>£3,000</b>
<b>Felixstowe Council for Sport and Recreation</b>	<b>£300</b>
<b>Felixstowe Coast Patrol</b>	<b>£1,500</b>
<b>Landguard Fort</b>	<b>£1,000</b>
<b>Wesel Twinning Assoc.</b>	<b>£200</b>
<b>Salzwedel Twinning Association</b>	<b>£200</b>

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<b>Total</b>	<b>£11,700</b>
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- iii. **£2,000 has been budgeted for Art on the Prom, enquiries to be made to confirm that the event will go ahead before releasing the grant.**

**As Partnership Projects:**

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000

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<b>Total</b>	<b>£11,000</b>
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#### **505. COMMUNITY ENGAGEMENT STRATEGY 2023-24**

Committee reviewed the Council's Community Engagement Strategy as presented for the year 2023-24.

A member raised the issue of hybrid meetings, which had taken place since Covid brought in the requirement for remote meetings. It provides additional accessibility but could be reviewed as to whether it is viewed only and participants should attend in person if they wished to participate in the meeting with some compensations if applicable. Committee agreed that this should be reviewed by the new Council.

**It was RESOLVED that:**

- i. the Community Engagement Strategy as presented be approved and recommended to Council for adoption for 2022-23; and,**
- ii. It be recommended to Annual Council to evaluate the hybrid meetings in line with the process of reviewing the Community engagement Strategy which currently doesn't include much detail of these type of meetings.**

#### **506. CYCLING INFRASTRUCTURE**

A cycle tour of the town has taken place with East Suffolk Council and Suffolk County Council. It included where cycle racks could be put some will be basic some will be more sculptured. Sarah Shinnie is getting some quotes.. It will then go out to public consultation.

**RESOLVED that the verbal update on cycling infrastructure in Felixstowe be noted.**

#### **507. LOVE FELIXSTOWE**

Cllr Harkin gave some information on this event to Committee. The event was set to happen last year but was cancelled. It is due to take place 2-9 Sept may be extended to the week before. Will start at the proms in the Spa Gardens. It is being organised by Sarah Shinnie.

**RESOLVED that the verbal update on Love Felixstowe be noted.**

#### **508. CLOSURE**

The meeting was closed at 9.17pm. The next meeting was noted as being scheduled for Wednesday 14 June 2023 at 7.30pm.

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## **AGENDA ITEM 5: 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 9 June 2023 is provided below with a detailed report at **Appendix A**.

1 April - 9 June 2023 (2023 - 2024)

### **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	4,191.00	1,000.00	3,191	23.86%	33,828.00	11,211.82	22,616	33.14%
302 Grants				N/A	38,700.00	11,200.00	27,500	28.94%
303 Felixstowe in Flower	6,000.00	1,490.00	4,510	24.83%	8,900.00	3,095.66	5,804	34.78%
304 Communication	8,000.00	380.00	7,620	4.75%	21,000.00	0.00	21,000	0.00%
305 Community Projects & Partne	8,000.00			N/A	11,000.00	11,000.00	0	100.00%
<b>NET TOTAL</b>	<b>26,191.00</b>	<b>2,870.00</b>	<b>15,321.00</b>	<b>10.96%</b>	<b>113,428.00</b>	<b>36,507.48</b>	<b>76,920.52</b>	<b>32.19%</b>

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**Committee is requested to consider the budget report to 9 June 2023 and decide any action it deems necessary.**

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## AGENDA ITEM 6: OCCASSIONAL GRANTS ROUND 1 2023/24

Committee is to consider the applications received for an Occasional Grant from the Town Council at this first round of the awards as follows:

*(Members have been provided the full application details under separate cover)*

Name of Organisation	Grant Project	Amount Requested	Previous Grant given by FTC
Air Cadets 356 Sqn	Get Active and Life Saving Skills for cadets	<b>£1,300</b>	£400 2017/18 R2 £1,680 Coronavirus Grant
Dora Brown	Felixstowe Families Project Costs - Usual costs include - waste removal, flooring, laundry, furniture and storage	<b>£2,000</b>	
Emmaus	Felixstowe Wellbeing Hub held at Felixstowe Library supporting vulnerable people.	<b>£2,000</b>	£630 Coronavirus Grant
Felixstowe and Villages Carers Group	Activities for the group and white board/flip chart	<b>£400</b>	
Felixstowe Opportunity Group	Energy Efficiency Project - installing individual timers to storage heaters and timer for water heater. Replacing strip lighting with energy efficient lighting	<b>£500</b>	£1,500 2017/18 R2 £600 2018/19 R2
GoodSAM	Jackie Gift - to provide some basic lif support awareness sessions to the public in Felixstowe - How to "Save a Life" in under 2 hours.	<b>£1,000</b>	
Felixstowe Museum	Display boards with large fonts and poster printer	<b>£900</b>	£2,450 2021/22 R1 £1,500 2021/22 R2
Old Felixstowe Nursery	Play equipment and activity sets	<b>£2,050</b>	
Roseberry Cottage	Forest School for adults to extend provision to include outdoor activities for adults with learning disabilities and possibly people with dementia.	<b>£2,500</b>	
Ipswich Skating Club	Back to Skate at Felixstowe - 20-week block of venue hire and training which will include first aid for 5 volunteer coaches who support the Felixstowe sessions.	<b>£1,000</b>	
WAMFest	WAMFest 2023 - Series of arts events in Felixstowe.	<b>£2,000</b>	£1,000 2020/21 R2 £1,000 2021/22 R2 £2,000 2022/23 R1
<b>TOTAL</b>		<b>£15,650</b>	

There is a total of £25,000 in the Occasional Grants budget available for Committee to award to eligible organisations in 2023/24. As this is the first of two funding rounds Committee is expected to ordinarily limit the total awarded at this stage to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate.

However, Members are to note that the overall total awarded in the full year 2023/24 cannot exceed £25,000 without approval from Council.

**Committee is requested to consider the above Round 1 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 7: ANNUAL GRANTS UPDATE**

As reported at the previous meeting (*Minute #504iii 2022/23 refers*) the Annual Grant of £2,000 for Art on the Prom was ringfenced and held back until the organiser was able to confirm that the event was going to go ahead in 2023. The event organiser has since changed and has been in contact with the Town Hall to confirm that they are seeking to bring Art on the Prom to the town on 3<sup>rd</sup> September, as part of the 'Love Felixstowe' weekend.

Officers have requested further information from the organiser, which will be reported at the meeting when received.

**Committee is requested to note the Annual Grants update, plus any further updates at the meeting, and consider the ringfenced grant for Art on the Prom.**

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## **AGENDA ITEM 8: SUFFOLK DAY 2022**

At the Civic & Community Committee meeting in April, Committee considered Council's involvement in Suffolk Day, reflecting on pre-pandemic events where tea and cake, provided by Councillors, were served to the public outside the Town Hall and the success of last year when the tea and cake were provided in the Town Hall Gardens with local residential care homes invited and local schoolchildren reading poems. Members agreed that the intention should be to explore a repeat of last year's event asking if local residential care homes enjoyed it and would like to do it again.

Invitations have been sent out, with 8 care homes having confirmed their attendance to date. All are invited to join the Mayor for the flag raising at 11am on the 21 June, followed by light refreshments by the fountain in the Town Hall Gardens after the flag raising ceremony, subject to weather.

In the evening from 9pm – 10pm St Elizabeth Hospice will be hosting their annual special remembrance event 'Suffolk Remembers' in the Seafront gardens. Candles will be displayed in the Seafront Gardens, by the Spa Pavilion from Wednesday 21 June until 10am on Friday 23 June 2023.

**Committee is requested to note the arrangements for Suffolk Day.**

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## **AGENDA ITEM 9: FLAG FLYING ARRANGEMENTS**

Committee is requested to review the Council's arrangements for flag-flying at the Town Hall. From 2016, flag-raising at the Town Hall was to follow the Government issued calendar of designated days for the Union Flag in the first instance, with additional events considered separately as appropriate.

The Department for Digital, Culture, Media and Sport issued updated guidance on 24 March 2021 to allow the Union Flag to be flown on UK Government Buildings every day. The guidance asked that the Union Flag be flown all year round unless another flag is being flown - such as another national flag of the UK, a county flag, or other flags to mark civic pride. All Councils in England were contacted to raise awareness of the guidance and encourage local authorities to fly the Union Flag on their buildings. The policy therefore suggests that the Union Flag is the default position. The Union Flag can be flown alone or, if flown with other flags, should take precedence and fly in the superior position.

There are designated days when the Union Flag should be flown on UK government buildings by command of His Majesty the King as per the guidance here: <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>

These include:

- 2<sup>nd</sup> Monday in March: Commonwealth Day
- 9 April: His Majesty's Wedding Day
- 23 April: St George's Day (in England)
- 6 May: Coronation Day
- 17 June: Official birthday of His Majesty The King
- 21 June: Birthday of The Prince of Wales
- 17 July: Birthday of The Queen Consort
- 8 September: His Majesty's Accession
- 2<sup>nd</sup> Sunday in November: Remembrance Day
- 14 November: Birthday of His Majesty The King

In addition, the Town Council also flies civic pride flags as follows (dates for 2023):

- Commonwealth Day - Monday 13<sup>th</sup> March
- Pride Month - June - Progress Pride Flag flown in the week preceding the King's Official Birthday.
- Suffolk Day – 21<sup>st</sup> June
- Armed Forces Day - Saturday 24<sup>th</sup> June
- NHS and Frontline Workers Day - 5<sup>th</sup> July
- Merchant Navy Day - 3<sup>rd</sup> September
- Emergency Services Day - 9<sup>th</sup> September

**Committee is requested to review the Council's arrangements for flag-flying at the Town Hall.**

## **AGENDA ITEM 10: TOWN TWINNING**

Prior to the pandemic, the Town Council regularly made and received civic visits with Felixstowe's twin-town Wesel, Germany. Transportation costs for the Town Council's civic party were met from the Council's twinning budget with accommodation and meals provided by the German hosts, and vice-versa for return visits.

In April 2023, Felixstowe welcomed Civic Parties from Wesel and Salzwedel, including Wesel Bürgermeisterin, Ulrike Westkamp, and the Salzwedel Bürgermeister, Olaf Meining, who attended the Mayor's Ball and a Civic Twinning Reception at the Town Hall.

Last year Council's Twinning Policy (**Appendix B**) was reviewed and amended to include Salzwedel, Felixstowe's other partnership town in Germany, and to give more flexibility to the Mayor to decide on their commitment towards any prospective annual visits.

An invitation has been received from Salzwedel for a civic visit to their Hanseatic Festival, which is planned to take place from Friday 7 July 2023 to Sunday 9 July 2023, which the Felixstowe Civic Party is unable to attend. Early discussions are taking place with the Felixstowe-Wesel Association as to the possibility of attending the Hansefest in October 2023 and including a civic visit to Salzwedel during the trip.

**Committee is requested to receive the report on Town Twinning and review the Council's Twinning Policy.**

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## **AGENDA ITEM 11: CCTV**

The CCTV in Felixstowe currently is set up as follows:

- Felixstowe Town Council own 9 of 15 cameras, East Suffolk Council the other 6 located in the Sea Front Gardens.
- The councils pay a contractor to maintain and service the equipment £10,478 in 2022/23, on a proportionate 6/9 basis to which ESC contribute £4,191 for the year.
- The current contract with STC Solutions ends on 30 June 2023, but is now on a rolling contract that will require one months' notice thereafter. On 1 July, there will be an option to renew for 3,6 or 12 months at the above annual price or pro-rata depending upon contract length required.
- FTC are very pleased with the work that STC carry out, but the equipment is ageing, and there is now better technology available.
- The recording and monitoring equipment is based at the Police/Fire Station. Prior to covid, live monitoring was done by volunteers on a routine (but far from 24/7) basis. Currently the recordings are only looked at when a crime has been committed although sometimes used to view before deciding if Police need to attend a certain area.

A review started to be undertaken during 2022/23, with a walking tour of the town taking place with the Police, East Suffolk and members of the CCTV Working Group to ascertain where cameras might be needed. Since then, partnership working with East Suffolk Council has taken place to obtain some quotes (only one received so far). There is currently 24/7 monitoring taking place in Lowestoft for some cameras in East Suffolk which would be a far more efficient way of monitoring the CCTV than currently.

With the new Beach Village project and South Seafront area being refurbished also with the forthcoming establishment of East Suffolk Services starting on 1 July, there is a lot of work to do to ensure that any equipment upgrades will allow for this type of monitoring.

East Suffolk Council are also looking at lighting in these new areas, as it creates a greater sense of safety as well as extending the season.

The newly appointed Community Services Operations Manager at East Suffolk Services has a lot of experience in CCTV and is aiming to get some more quotes and also help the working group re-consider locations using Privacy Impact Assessments and the 12 guiding principles when operating CCTV.

The date of the CCTV Working group is currently being arrange at is hoped that some representatives from East Suffolk and the Police will be able to attend.

**Committee is requested to receive the report on CCTV and decide any action it deems necessary.**

## **AGENDA ITEM 12: TOUR OF BRITAIN**

Stage 5 of the Tour of Britain is set to start and finish in Felixstowe on Thursday 7<sup>th</sup> September. East Suffolk Council's Corporate Events & Commercial Projects Officer has provided the following update:

### **Route Launch**

On the evening of Friday 30<sup>th</sup> June at about 9pm there will be a launch event in Felixstowe where there will be a big reveal of the route, with a big screen and lighting up Felixstowe Pier at 9.30pm.

### **Taste of the Tour [Taste of the Tour](#)**

A website to promote businesses and groups that have organised events, menus and offers leading up to the Tour of Britain this will give an opportunity to advertise on the site for free and for us to share on social media different offers available to visitors and residents.

There has also been a toolkit [Business Toolkit — Taste of the Tour](#) created to show different ways business can get involved and make the most of the Tour coming to Suffolk.

### **Bike Trail [Bike Trail — Taste of the Tour](#)**

There is a bike trail for businesses to use as a way to create footfall in the towns and villages of East Suffolk. Each town/village that takes part will identify 10 locations that will have a Bicycle character window sticker in their shop window for people to try and find. Once spotted, they will go into the shop and collect a sticker that will go into a story book that has been created. On social media we will share hints on where to find the bikes in each town, promoting those businesses. In Felixstowe there will be a trail on the seafront, the high street and along Walton High street

### **Led Ride Cycle Course**

To encourage more people to be qualified to Lead Rides and to encourage more people to cycle we will be putting on two led ride British Cycling courses for free for those that live in East Suffolk. There will be a course in Lowestoft and one in Felixstowe, with 10 places available at both. Participants who sign up, will have to commit to deliver 8 led rides over the course of the year and they will be supported by British Cycling in order to do that.

### **Design a Jersey Competition [Design a Jersey Competition — Taste of the Tour](#)**

Open to Suffolk residents, there is a competition for under 12's, 12-17's and over 18's to design a jersey. The winning jersey's in each category will see their jersey made and they will be presented with it on the day of the tour and they will have the opportunity to present another one to Cyclist on the podium.



## **Summer Walking Challenge**

Using the Go Jauntly app, we will be promoting a move 20 minutes a day challenge during the month of August. The app has 35 different walks that have been created specifically for East Suffolk and there are 100's more than people can access for free, there is also the feature of creating your own route from where you are located. We want to encourage people out into our high streets and also get them moving more. Our leisure providers are offering free month passes to any of the centres as prizes and we will also offer tickets into the hospitality as the top prize to help encourage participation. Only those with an East Suffolk postcode will be eligible to win.

## **Family Cycling Session**

We will continue to promote the SCC family cycling sessions, which are free 3hour sessions for families who want to cycle with their children.

## **Lowestoft Schools**

As part of the Active Travel initiative from SCC, there will be two schools in Lowestoft, Red Oak and Peter St Phoenix, (chosen due to neither school having done any cyclist training for several years) that will be given Bike Fix sessions, Bikeability Level 1 and 2, Loan bikes for 10 children and family cycling sessions. Parent Loan e-bikes.

## **Felixstowe School**

Langer Primary School in Felixstowe will be given the opportunity to have local art group, Rock Paper Scissors come to visit them and help them decorate an old bicycle. On completion, these bikes will then be put in locations around Felixstowe for people to go and find and take photos of during the summer holidays.

## **Land Art**

The Tour of Britain has an annual Land Art competition where they invite anyone to create a large piece of land art along the route of the Tour. This will be promoted in Suffolk, but in particular to the Suffolk Agricultural association to try and get several in the County. To ensure there is something, Langer primary school is on the finish line of the race and they will be creating a large piece of art with the help of Rock Paper Scissors on the 4<sup>th</sup> – 6<sup>th</sup> Sept so that it is ready to be seen on race day from the helicopter.

## **Media Ride**

On August 18<sup>th</sup>, there will be a media ride in Suffolk to promote the tour coming. This will include police outriders and a couple of pro cyclists. The local media and nominated people from the council will be invite to ride between 15-20miles as part of this experience.

## **Shop Window Decorations**

All businesses and community spaces along the route will be encouraged to decorate the shop windows to provide a welcoming display for visitors of the Tour. In Felixstowe there will be a competition which will be judged on Friday 1<sup>st</sup> September with the winning display receiving two tickets to the hospitality of the Tour of Britain.

In Felixstowe, there will be a business networking opportunity where 10 local businesses will be invited to decorate their own bike that can be used in a shop window display.

## **Love Felixstowe Festival**

Working with Felixstowe BID and Felixstowe Town Council, there will be a Love Felixstowe Festival. A 6-day celebratory event showcasing Felixstowe and the businesses to the local community and visitors.

The celebrations will be taking place on 2–7th September 2023 in a variety of locations in Felixstowe including the High Street, Beachside Events Space, the prom and the local businesses.

Over the weekend taking place in the High Street and Prom area there will be street entertainment from jugglers to musicians, an opportunity to participate and spectate in sports and activities, there will be an outdoor cinema and on the large screen throughout the weekend will be adverts promoting East Suffolk and the local businesses of Felixstowe. There will be community led rides taking people on a tour of Felixstowe, there will be bike maintenance sessions and cycle security information. On the Beachside events area will have a marque where there will be stalls and information from our partners and local community groups. Places Leisure will be offering free racket sport hiring, free taster classes and some free swimming over the weekend. They will also be delivering some fitness sessions on the stage on the beachside events area.

We will officially launch the Activity park with community activity on the table tennis tables, chess boards and have pétanque taster sessions and competitions. The seashore village will be open for people to come and have a look, with information on how to hire.

On the Sunday there will be the addition of Art on the Prom and a Colour Run taking place in Langer Park. There will be street food stands on pier plaza, which will be populated by local restaurants and cafes from Felixstowe High Street.

On Monday 4<sup>th</sup> September, there will be young people's activities on the beach side events area showcasing local sports clubs and activities they can take part in.

On Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> September there will be a business event created in partnership with the Economic Development Team, Felixstowe BID and Menta.

## **Tour of Britain**

Finishing on Sea Road, opposite Granville Road with the event village will be on the Beachside Events Area. There marque will still be in place, and we will have local partners within that promoting their services.

The team coaches will be located on Undercliff Road West, and these will arrive in the morning and stay until the race finishes. These coaches attract an audience and will help to link up the other side of the leisure centre with the finish area.

There will be either local groups or local schools invited to welcome the cycling teams on to the podium when they sign on.

- There will be a community ride out ahead of the race (to be confirmed who will be invited to this)
- There will be a business time trial over the distance of Sea Road
- A community led ride
- 10km ride with ex-pro cyclist Dan Martin
- Langer Primary will be performing a flashmob/tiktok routine on the finish line ahead of the race coming through

## **Post-Tour**

### **Active Suffolk Bike Trail**

During the month of September, all schools will be able to take part in a cycle/scooter challenge that will see a school that completes the challenge picked a random win a day of cycling tuition from Ride Smart.

## **Legacy**

No timescale on this yet.

Either June/July the consultation will launch on the cycle parking in Felixstowe where we will be asking those that cycle in and to Felixstowe to comment on the suggested locations as well as the type of parking infrastructure they want to see. Once we have this information we will work with Felixstowe Town Council, Felixstowe BID and SCC to implement the cycling parking in Felixstowe.

**Committee is requested to note the report on the Felixstowe stage of the Tour of Britain and consider the Council's participation.**

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