



TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

| | |
|--------------------------------|-------------------|
| Cllr D Savage (Chairman) | Cllr Jon Garfield |
| Cllr S Gallant (Vice Chairman) | Cllr T Green |
| Cllr C Barham | Cllr J Vartan |
| Cllr S Bloomfield | Cllr S Wiles |
| Cllr P Coleman | 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 20 April 2016** at **7.30pm** for the transaction of the following business:

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
- 3. Requests for Dispensation**
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
- 4. Confirmation of Minutes**
To confirm the minutes of the Civic & Community Committee meeting held on 17 February 2016 as a true record. **(Pages 3-5)**
- 5. Business Planning 2016-2020**
To consider potential business objectives for Committee for the next four years. **(Page 6)**
- 6. Section 106 Sports Funding Proposals**
To consider project proposals from sports clubs in relation to the use of Section 106 Sports funding. **(Page 6)**
- 7. Queen's 90th Birthday Celebrations**
To consider a 'Picnic on the Prom' event to celebrate the 90th birthday of Her Majesty, Queen Elizabeth II. **(Page 7)**

8. Ice Rink: Christmas 2016

To consider any arrangements for the provision of an ice rink in December 2016. **(Page 7)**

9. Annual Grants and Other Payments

To note and authorise the payment of annual grants and other annual payments as approved for 2016/17. **(Page 8)**

10. Community Engagement Strategy

To review the Council's strategy for Community Engagement. **(Appendix A)**

11. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 15 June 2016 at 7.30pm.



**Ash Tadjrishi
Town Clerk
15 April 2016**

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

AGENDA ITEM 4: MINUTES OF PREVIOUS MEETING

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 17 February 2016 at 7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs L Monsen (Mayor's Secretary)

IN ATTENDANCE: 2 Members of the Public

437. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bloomfield** and **Cllr J Vartan**

438. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|--|
| Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage | All | Local Non-Pecuniary (as Members of Suffolk Coastal District Council) |

439. REQUESTS FOR DISPENSATION

There were none.

440. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on 16 December 2015 be signed as a true record.

441. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 February 2016.

RESOLVED that the Budget Report to 10 February 2016 be received and noted as presented with no other action required at this time.

442. COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Members agreed to accept the offer from Felixstowe Rotary Club to provide funding to the Town Council for the purchase and installation of two additional Community Public Access Defibrillators (CPADS) at seafront locations in the town. Notwithstanding repairs to or replacement of equipment as a result of use

or misuse, the ongoing maintenance cost to the Town Council was understood to be approximately £85+VAT for new batteries every two years. Committee considered possible locations and agreed that the Clerk should seek permission to install the CPADs externally at Felixstowe Leisure Centre and at the public toilet block at the car park on Sea Road/end of Beach Station Road.

Committee recorded a vote of thanks to the Felixstowe Rotary Club for their kind offer.

RESOLVED that the offer from Felixstowe Rotary Club, to donate funding to the Town Council for the purchase and installation of two Community Public Access Defibrillators, be accepted; and, the Clerk to seek permission to install the cabinets externally at Felixstowe Leisure Centre and at the public toilet block at the car park on Sea Road/end of Beach Station Road.

443. QUEEN'S 90TH BIRTHDAY

Committee considered opportunities to celebrate the Queen's 90th Birthday during the year.

Members agreed to support the national 'Clean for the Clean' initiative by undertaking a community litter pick in the town centre on Saturday 5 March 2016. The Clerk would also promote the initiative to the wider community and make arrangements for litter picking equipment to be made available to those who signed up for the scheme via SC Norse.

The Youth Forum's request to provide £1,000 towards a youth-focused element at the Spa Gardens Celebration event on Sunday 24th April was approved.

Members considered how the roundabout at the junction of High Road East and High Road West may be enhanced. The Clerk was asked to enquire with SC Norse about how they may improve the quality of plants on the roundabout and reduce the amount of high grass.

Committee requested that consideration be given for an official 'Picnic on the Prom' event in June to join in with national celebrations of the Queen's 90th birthday.

RESOLVED that the matters above be progressed; and, the Youth Forum's request for £1,000 from its budget be put towards a youth-focused element at the Spa Gardens Celebration on 24th April be approved.

444. CIVIC AWARDS 2016

Committee considered arrangements for the Council's Civic Awards 2016 and discussed whether to widen the age range for the HMS Ganges Youth Trophy to include young people up to the age of 25. It was agreed that the age limit of 21 be retained.

RESOLVED that the arrangements for the Civic Awards, which were scheduled to take place on Wednesday 4th May 2016, be approved.

445. FELIXSTOWE & DISTRICT COUNCIL FOR SPORT AND RECREATION

Committee heard from a representative from the Felixstowe & District Council for Sport and Recreation and a letter recommending the Town Council approve the use of £20,000 Section 106 Sports funding, held by SCDC, between the Hockey, Cricket, Rugby and Football clubs in order to support respective projects under the sports hub strategy.

Following a debate it was RESOLVED that the clubs be invited to outline their proposals and cost requirements to the Committee via the S106 funding application form in order that Members may consider this further.

446. FELIXSTOWE-HARWICH-SHOTLEY FERRY

RESOLVED that the Clerk be authorised to sign the two-year partnership agreement as presented.

447. CCTV MAINTENANCE AGREEMENT

Committee considered terms of an agreement between SCDC and the Town Council relating to the management, monitoring and maintenance of the CCTV cameras in the seafront gardens.

RESOLVED that the Clerk and Chairman be authorised to sign the agreement with Suffolk Coastal District Council in order that the Town Council undertake the maintenance of CCTV cameras owned by both councils.

448. SUFFOLK LIBRARIES WIFI

RESOLVED that Suffolk Libraries IPS be advised of the availability of Council's Occasional Grants.

449. OCCASIONAL GRANTS POLICY

RESOLVED that Occasional Grants Policy for 2016/17 be recommended to Council for adoption as presented.

450. PRESS & MEDIA POLICY

RESOLVED that the Social Media Policy be incorporated within the Council's Press & Media Policy for 2016/17 and this be recommended to Council for adoption with no further changes.

451. CLOSURE

The meeting was closed at 9.05pm. The next meeting was noted as being scheduled for Wednesday 20 April 2016 at 7.30pm.

AGENDA ITEM 5: BUSINESS PLANNING 2016-2010

Council's Finance & General Purposes Committee considered proposals for a first draft Business Plan spanning the next four years from 2016 to 2020.

To assist with the formulation of the Business Plan, each of Council's committees is asked to consider potential objectives, in line with known local priorities. Following this input, F&GP will consider a final draft Plan for recommendation to Council.

Final approval and adoption of the Plan would be considered by Council following further public consultation.

Members have been provided with an early draft for discussion purposes and further consideration.

Committee is requested to consider its potential business objectives for the next four years and make any recommendation to Finance & General Purposes Committee for inclusion in to the Council's Business Plan 2016-2020.

AGENDA ITEM 6: SECTION 106 SPORTS FUNDING PROPOSALS

In accordance with Minute #445 of 2015/16 of the previous meeting, Committee is requested to consider project proposals for funding via the Section 106 Sports pot.

The projects are as follows:

Clubhouse and Changing Room Development

Felixstowe & Walton United Football Club

£5,000 towards total project costs est. at £528,556

Clubhouse and Pitches

Felixstowe & Corinthians Cricket Club and Felixstowe Hockey Club

£10,000 towards total project costs est. at £590,000

Match Floodlights

Felixstowe Rugby Football Club

£5,000 towards total project costs est. at £75,000

Project application forms have been submitted and have been made available to Committee.

SCDC are currently holding £22,597.07 in the S106 Sports pot for Felixstowe.

Committee is requested to consider whether to endorse the project proposals for use of Section 106 Sports funding.

AGENDA ITEM 7: QUEEN'S 90th BIRTHDAY

Committee has requested that consideration be given for an official 'Picnic on the Prom' event in June to join in with national celebrations of the Queen's 90th birthday.

Felixstowe Beach Huts and Chalets Association are working on similar plans for beach huts to be opened for a celebration event on Sunday 12 June.

From early conversations with a representative of the FBHCA, there is some interest in a jointly arranged fun event for all to attend. The FBHCA are also considering raising money in order to purchase a CPAD for another location on the seafront.

Committee is requested to consider the possibility of holding a Picnic on the Prom on 12 June in association with Felixstowe Beach Huts and Chalets Association to celebrate the Queen's 90th Birthday.

AGENDA ITEM 8: ICE RINK: CHRISTMAS 2016

At its meeting of 11 November 2015, Council approved arrangements for the provision of a synthetic ice rink and other attractions at Great Eastern Square in the lead up to Christmas (*Minute #317 of 2015/16 refers*).

Funding for the rink was approved via Council's Community Fund Earmarked Reserve and the Youth Forum budget, supported by sponsorship received from the East of England Cooperative and donations from several Suffolk Coastal District Councillors via their Enabling Communities budgets.

Council received income from donations and sponsorship totalling £5,700. The rink itself cost £5,890. The event was well-received and a follow up meeting was held early this year with representatives from the Town Council and the Coop to consider plans for another ice rink in December on a similar basis.

Council has been offered the rink at the same price as last year provided that a deposit to secure the facility is paid in April.

The rink is able to be booked for similar dates and timings as last year as follows:

Saturday 17 December – Wednesday 21 December 2016
12pm-8pm daily except Sunday 10am-6pm

Pending Council approval, the Civic & Community Committee may be delegated the authority to oversee further arrangements for the event.

Committee is requested to consider the provision of an ice rink this Christmas and any other arrangements for the event.

AGENDA ITEM 9: ANNUAL GRANTS AND OTHER PAYMENTS

In accordance with Committee's budget recommendations, at its meeting of 13 January 2016 Council approved provisions for Annual Grants totalling £6,800 and other annual payments for 2016/17 (*Minute #395 of 2015/16 refers*).

The receiving organisations are as follows:

Annual Grants

| <u>Organisation</u> | <u>Amount (£)</u> |
|--|-------------------|
| Felixstowe Council for Sport and Recreation | 200 |
| Citizen's Advice Bureau | 1,500 |
| Felixstowe Volunteer Coast Patrol Rescue Service | 1,500 |
| Felixstowe Carnival | 500 |
| Landguard Fort Trust | 1,000 |
| Landguard Partnership | 1,000 |
| Felixstowe Ferry Boatyard | 200 |
| Art on the Prom | 500 |
| Wesel Twinning Association | 200 |
| Salzwedel Twinning Association | 200 |

Other Annual Payments

| <u>Organisation</u> | <u>Amount (£)</u> |
|----------------------------------|-------------------|
| Felixstowe-Harwich-Shotley Ferry | 1,000 |
| Level Two Youth Project | 10,000 |
| Felixstowe Forward | 20,000 |

Committee is requested to note and approve the payment of Annual Grants and other annual payments due in 2016/17.
