



9 am to 4 pm Mondays to Fridays

## 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 M Jepson
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 15 February 2017** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Civic & Community matters.

## 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.

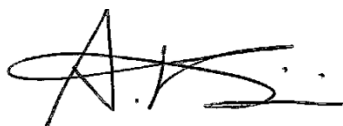
### 4. Confirmation of Minutes

To confirm the Minutes of the Civic & Community Committee meeting held on 14 December 2016 as a true record. **(Pages 3-6)**

### 5. Asylum Seeker & Refugee Programmes

To receive a presentation from Cllr Richard Kerry, Suffolk Coastal Cabinet Member for Housing, on Asylum Seeker & Refugee Programmes. **(Page 7-9)**

- 6. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 8 February 2017 and consider any actions deemed necessary. **(Page 10 & Appendix A)**
- 7. CCTV Report**  
To receive a quarterly CCTV report and update following a recent CCTV meeting, and consider any actions deemed necessary. **(Page 11 & Appendices B & C)**
- 8. Great British Clean Up**  
To consider supporting the Great British Clean Up initiative. **(Page 12)**
- 9. Litter and Dog Bins**  
To consider any request for the installation of litter and/or dog bins in Felixstowe. **(Page 12)**
- 10. Occasional Grants Policy**  
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 13 & Appendix D)**
- 11. Press & Media Policy**  
To review Council's Press & Media Policy and make any recommendations to Council. **(Page 13 & Appendix E)**
- 12. Wesel Video**  
To receive a video presentation from Wesel. **(Video to be shown at meeting)**
- 13. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19 April 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**9 February 2017**

For information (via email):

All Town Councillors  
Cllr Richard Kerry, Suffolk Coastal Cabinet Member for Housing  
Ms S Blake, Head of Localities and Partnerships, Suffolk County Council  
Local Press

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***



pot plus a further £275 which had been awarded by the Committee and ring-fenced for Felixstowe Volunteer Coast Patrol Rescue Service. Members were reminded that this award had been made subject to confirmation that a governance review of FVCPRS had been completed. As no confirmation had been provided and the award had not been claimed by FVCPRS it was agreed that the £275 award should be returned to the funding pot and made available to other eligible projects. This being the case the funding pot for this second round of grant application was confirmed as being £7,550.

Members asked that FVCPRS be advised that the occasional grant award had expired but their previously approved annual grant of £1,500 would still be available until 31 March 2017 subject to confirmation that their governance review had been completed.

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

**ABLE**

Awarded £1,350 towards replacing the electric boiler with a gas boiler at Layden's Community Café.

**Access Community Trust**

Awarded £100 towards Christmas food & toiletries for 16-24 year olds who were being supported by this charity in Felixstowe.

**Eastern Edge Theatre Company**

Awarded £200 towards the Guys & Dolls production to be staged at the Spa Pavilion in January involving 25 young people from ages 16-21.

**Felixstowe Area Community Transport Ltd (FACTS)**

Awarded £1,000 towards upgrading of specialist wheelchair adapted vehicles.

**Felixstowe Book Festival**

Awarded £500 towards author's fees, accommodation, hire of venue for the session for one of the internationally published and acclaimed authors and also to raise awareness about issues relating to dementia through life story work with people living with dementia in the local Community.

**Felixstowe Secondary Schools' Archive**

Awarded £1,500 towards purchasing suitable equipment to record oral histories of ex-staff and ex-students from secondary schools in Felixstowe and to develop a professional and attractive display of materials to assist requests from interested groups for talks to be delivered about the Archive of Secondary Education in Felixstowe.

**Revitalise Respite Holidays**

Awarded £500 towards providing essential breaks for disabled people and carers from Felixstowe.

### **Rotary Club of Felixstowe Landguard**

Awarded £600 towards promoting the first of an annual Festival that will feature kite demonstrations, a large craft fair, plenty of activities for children and a static display of classic cars.

### **St Andrews Pre-School Group**

Awarded £1,800 towards providing much needed equipment including Indoor climbing frame and safety mats, 2 Kindle Fire kids edition tablets, Maths puzzles and Small World figures (Modern day dolls house to include figures teaching children different job roles)

#### **RESOLVED that:**

- i. for the second round of Occasional Grants for 2016/17 a total of £7,550 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. Felixstowe Volunteer Coast Patrol Rescue Service be advised that their occasional grant award had expired but their previously approved annual grant of £1,500 would still available until 31 March 2017 subject to confirmation that their governance review had been completed.**

### **375. REMEMBRANCE EVENTS**

Committee received a verbal report on Remembrance events and services. Members agreed that St. John's Church had worked particularly well as the venue for the service this year and Committee requested that St. John's be invited to act as the host venue for the Remembrance service on an annual basis as the Parish Church for Felixstowe, with local clergy taking turns to conduct the service.

Members commented that the idea for local school children to attend the War Memorial to lay wreaths on Friday 11<sup>th</sup> November had been a very positive addition. It was noted that, aside from Kingsfleet, all the primary schools had been able to attend this time. Due to the increased number of organisations attending to lay wreaths on Remembrance Sunday, it was agreed that the process for collecting the wreaths and writing remembrance messages should be improved. The Clerk undertook to review this with the Town Hall staff in order to simplify the process.

#### **RESOLVED that:**

- i. St Johns Church be invited to consider being the permanent venue for Remembrance Sunday services;**
- ii. all primary schools be invited to lay wreaths on the 11<sup>th</sup> November again in future years;**
- iii. the process for the collection of wreaths and writing of remembrance messages at the Town Hall be reviewed; and,**

- iv. **the Clerk liaise with the Royal British Legion to review arrangements for processing and forming up at the War Memorial.**

**376. CHRISTMAS EVENTS UPDATE**

Committee received and noted a verbal report on the Christmas events. It was noted that the ice rink would be opened by the Mayor at midday on Saturday 17<sup>th</sup> December. Attempts had been made to make the attractions more Christmassy and there was to be a 'down-hill skier' slide, a small train ride and a catering kiosk selling mulled wine and cider. The Salvation Army Band had agreed to play for the opening and a photographer from the East Anglian Daily Times was expected to attend. Cllr S Wiles advised that he had been proactive with promotion of the ice rink online.

Members commented that the Christmas Lights Switch On had been very well attended and a vote of thanks to the Lions Club of Felixstowe was recorded for the excellent job they had done with the lights and the event itself. Unfortunately one of the Lions Club members had sustained an injury to his leg as a result of an accident whilst the lights were being erected. The Clerk advised that the Lions Club had provided a copy of their accident report to the Town Council for information and would keep Members up to date.

Committee noted that the late night shopping initiative 'Felixstowe Unwrapped' was ongoing and it was suggested that representatives of those involved with Christmas events in Felixstowe should meet early in 2017 to consider a joint approach to promotion and organising events next year.

**RESOLVED that the verbal report on Christmas Events be noted.**

**377. CLOSURE**

The meeting was closed at 9.02pm. The next meeting was noted as being scheduled for Wednesday 15 February 2017 at 7.30pm.

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## **AGENDA ITEM 5: ASYLUM SEEKER & REFUGEE PROGRAMMES**

Committee is to receive a presentation from Cllr Richard Kerry, Suffolk Coastal Cabinet Member for Housing and Sara Blake, Head of Localities and Partnerships, Suffolk County Council, as well as the following report:

### **Refugee and asylum seeker programmes**

**Lead Officers: Sara Blake, Suffolk County Council**

#### **1. BACKGROUND**

Suffolk Public Sector Leaders (SPSL) is a partnership of all local authority leaders, Police Crime Commissioner and Clinical Commissioning Groups.

In late 2015, SPSL agreed a request from the Home Office that Suffolk would participate in the Syrian Vulnerable Persons Resettlement programme and welcome up to 200 refugees into Suffolk over the 5 years of the programme. To date 42 individuals have arrived into Suffolk.

In November 2016, SPSL agreed a further request from the Home Office to participate in the Vulnerable Children's Resettlement Scheme and agreed to increase the number to up to 230 individuals.

In September 2016, the Home Office commenced conversations with all Suffolk's Borough and District councils about potential participation in the Asylum Seeker Dispersal programme. On the recommendation of officers involved in this area of work, it was agreed that we would adopt a countywide approach and SPSL also agreed this at their meeting in November 2016.

#### **2. PROGRAMMES**

The following is a description of the different programmes:

##### **Syrian Vulnerable Person's Resettlement Scheme (SVPR)**

In response to the crisis in Syria, the government are channelling aid into refugee camps in the area. In addition, in recognition that remaining in refugee camps does not meet the needs of some vulnerable people, the government have also put in place plans to bring 20,000 refugees to the UK via the Syrian Vulnerable Person Scheme. In late 2015 the government requested local authorities around the country to support this scheme and to house and support some refugees.

The UNHCR are undertaking screening assessments in refugee camps to select individuals and families to participate in the scheme. The UNHCR identifies people in need of resettlement based on the following criteria: women and girls at risk; survivors of violence and/or torture; refugees with legal and/or physical protection needs; refugees with medical needs or disabilities; children and adolescents at risk; persons at risk due to their sexual orientation or gender identity; and refugees with family links in resettlement countries.

Those who are accepted under the VPR scheme will be granted humanitarian protection giving them leave to remain in the UK for 5 years.

### **Vulnerable Children's Resettlement Scheme (VCRS)**

The government have introduced this scheme to "complement the Syrian Vulnerable Person's Resettlement (SVPR) scheme". An additional 3,000 people will be selected to come to the UK during this parliament, made up of children at risk and their families from the Middle East and North Africa regions. There will only be a very small number of unaccompanied asylum seeking children (UASC) as part of this scheme.

Local authorities are being requested to offer homes and support for those resettled via this route. The funding and length of support is the same as for the Syrian Vulnerable Person's Resettlement Scheme. Suffolk Public Sector Leaders agreed to take families as part of this scheme and as a result the new combined number of individuals under this and the Syrian Vulnerable Person's Resettlement Scheme is now 230.

### **National Transfer Scheme (NTS)**

Under the National Transfer Scheme each local authority will be expected to provide placements for the equivalent of 0.07% of their child population which is 106 in Suffolk. The intention of this scheme is to reduce the burden on local authorities who are caring for high numbers of UASC and to reach a fairer distribution around the country.

The Fostering Changes for Children team in Children and Young People's Services at SCC are currently looking after 62 unaccompanied asylum seeking children (UASC) which is made up of the first group under the NTS scheme as well as spontaneous arrivals in Suffolk (those who have arrived via lorry drops etc). Therefore, Suffolk County Council will be working towards taking another 44 as part of this scheme.

The county council is currently commissioning further specialist accommodation in the Ipswich area in order to ensure there is sufficient capacity. The county council is planning to continue to take young people aged 16+ under this scheme as they can be placed in supported accommodation rather than foster care.

### **Unaccompanied refugee children in Europe ('the Dubs amendment')**

The government are working with France, Greece and Italy to identify suitable cases to bring to the UK. The Home Office letter requesting local authorities to consider participating in this scheme recognises this commitment puts additional pressure on local authorities. Participation in this scheme will be on top of the number for the NTS. There are likely to be low numbers of arrivals via this scheme. To date 3 children have arrived in Suffolk.

The Home Office are also indicating that some children may be under 13, so this will put additional pressure on foster placements. The Fostering Changes for Children team will need to do family assessments for those children who are being reunified with family members already in Suffolk. Children may need to be put in care while the assessment is completed.

Information about the NTS, spontaneous arrivals and 'Dubs amendment' UASC programmes have been included in this paper to demonstrate the wider work to support asylum seekers that is being carried out in Suffolk. These schemes predominantly place children in Ipswich. There are some overlaps with the other schemes in terms of the need for access to appropriate health provision; English for Speakers of Other Languages (ESOL) and wider education provision and cultural and faith links.



## **Dispersal areas**

The numbers of people claiming asylum once they are in the UK increased in the year to June 2016 and so there is a Government initiative to set up further dispersal areas across the country.

Currently, Ipswich (plus a single property in Suffolk Coastal) is the only asylum seeker dispersal area in Suffolk. The nominal limit for this scheme has been 150 individuals (single adults and families) but that level has never been reached. Numbers are usually between 80 and 90; currently 85 following 8 arrivals in August (all family groups).

In September 2016, the Government's Strategic Migration Partnership (SMP) arranged meetings with Suffolk district and borough councils, the Home Office and G4S representatives (G4S is the contracted Home Office housing provider in the East of England) to discuss what setting up new dispersal areas would involve.

Unlike the Syrian Vulnerable Person's Scheme and the Vulnerable Children's Resettlement Scheme, the Home Office can mandate for new dispersal areas. By working with the Home Office and G4S SPSL hopes to be able to influence the location of dispersal areas to ensure adequate support is accessible.

Considerations for developing new dispersal areas includes access to support services with the appropriate knowledge and skills; access to health and mental health services with experience of the needs of refugees; access to appropriate cultural and faith settings; ability of G4S to acquire private sector rented properties that meet the Home Office specification and within the rental envelope allowed.

An assessment of market towns across the county by partners recommended in the first instance that G4S should explore the potential in Felixstowe and Woodbridge. This was based primarily on the accessibility of support services currently provided in the Ipswich area but also taking into consideration access to housing, health, cultural and faith support and education.

Our understanding is that if the Felixstowe and Woodbridge area is suitable to become a dispersal area that numbers of properties will be relatively small. People will either be in family groups or a few individuals sharing residential properties. Therefore, the impact on the resident population and local services will be low.

SPSL agreed a principle of collectively funding any support services required, irrespective of where the dispersal areas are allocated across the county.

### **3. NEXT STEPS**

G4S is currently reviewing the availability of appropriate private sector accommodation to assess the suitability of the area of Woodbridge and Felixstowe as a dispersal area. They have agreed to participate in the Task and Finish Group which was set up to support the Syrian Refugee Resettlement Scheme at the request of SPSL. This forum now co-ordinates partnership engagement in the breadth of schemes across Suffolk. G4S have indicated that to date they have had difficulty in identifying suitable properties in both the Woodbridge and Felixstowe area however they are continuing to explore accommodation options.

**Committee is requested to note the presentation and report.**

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## AGENDA ITEM 6: CIVIC & COMMUNITY BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 8 February 2017 is provided below with a detailed report at **Appendix A**.

08/02/2017		Felixstowe Town Council					Page No 1	
11:08		Summary Income & Expenditure by Budget Heading 08/02/2017						
Month No: 11		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	27,550	27,850	32,380	4,530		4,530	86.0 %
	Income	0	3,992	3,990	2			100.1 %
302 Section 137 Expenditure	Expenditure	22,068	20,596	22,100	1,504		1,504	93.2 %
303 Felixstowe in Flower	Expenditure	9,070	8,477	9,550	1,073		1,073	88.8 %
	Income	6,133	6,718	4,000	2,718			168.0 %
304 Communication	Expenditure	5,032	3,956	5,585	1,629		1,629	70.8 %
305 Community Fund Projects	Expenditure	41,779	39,983	41,866	1,884		1,884	95.5 %
	Income	5,700	6,500	0	6,500			0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>								
	Expenditure	<b>105,499</b>	<b>100,862</b>	<b>111,481</b>	<b>10,619</b>	<b>0</b>	<b>10,619</b>	<b>90.5 %</b>
	Income	<b>11,833</b>	<b>17,210</b>	<b>7,990</b>	<b>9,220</b>			<b>215.4 %</b>
	Net Expenditure over Income	<b>93,665</b>	<b>83,652</b>	<b>103,491</b>	<b>19,839</b>			

**Committee is requested to consider the budget report to 8 February 2016 and decide any action it deems necessary.**

## **AGENDA ITEM 7: CCTV REPORT**

Council is currently in year one of a three-year agreement with STC Solutions to provide full service and maintenance of all FTC and SCDC owned CCTV cameras and associated equipment (to July 2019).

A CCTV meeting is held quarterly, most recently on Friday 3<sup>rd</sup> February, at which improvements and issues are discussed. Reports covering the quarter 1 October – 31 December 2016 from Sergeant Peter Street and STC Solutions are provided at **Appendices B** and **C**.

Reliability issues have been addressed over the past quarter with a number of decoders being replaced. A new link has been installed from the aerial 3-4 weeks ago which has resulted in further improvements to reliability.

Sgt Street is interviewing additional volunteers and it is hoped there will be a good number in place once the CCTV has moved to the Fire Station. Once the move has taken place and the equipment is working well, an article will be placed in the Felixstowe Forward Newsletter, marketed on the Council's website and published in the newsletter with a relaunch to help encourage more volunteers.

The system will require re-configuring after the move. The new aerial will shortly be put in, and the cables are already in place. Its position on the tower will be higher than before so should give a better line of sight. The new installation will be streamlined so that there will be less boxes on the wall.

STC is to install an infrared camera to assist with the illumination of the shelter in the Seafront Gardens.

STC has original signs which are relatively small and inform the public that CCTV cameras are in the area and will arrange to put a sign in each of the shelters.

**Committee is requested to receive the CCTV reports and consider any action deemed necessary.**

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## **AGENDA ITEM 8: GREAT BRITISH SPRING CLEAN**

Keep Britain Tidy are seeking support for the first of their national Great British Spring Cleans, which will be taking place across the long weekend of March 3<sup>rd</sup> - 5<sup>th</sup> 2017.

In 2016, Town Councillors and local volunteers took part in the Clean for The Queen initiative and Keep Britain Tidy are aiming to build on that success to get 500,000 people outdoors and active in their communities clearing up litter.

Keep Britain Tidy would like an indication as to whether the Town Council will support the campaign by taking part and promoting it across the town.

Further information is available on their website: [www.greatbritishspringclean.org.uk](http://www.greatbritishspringclean.org.uk)

**Committee is requested to consider whether to support the Great British Spring Clean initiative on the weekend of 3<sup>rd</sup> – 5<sup>th</sup> March 2017.**

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## **AGENDA ITEM 9: LITTER AND DOG BINS**

Committee has a budget of £157 remaining to support the provision of additional litter and dog waste bins in the town.

A request for a dog waste bin at the end of Kemsley Road has been received. The Clerk has referred this request to Suffolk Coastal Norse, as the agency who would install and maintain the bin, for confirmation of substantive need and appropriateness at this location.

The latest costs for purchase and installation of a Glasdon 25L 'Fido' bin is £175+VAT. Approval of this purchase would result in being over budget by a de minimis amount.

**Committee is requested to consider and decide whether to approve the purchase of a dog waste bin.**

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## **AGENDA ITEM 10: 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 an increased provision of £25,000 towards Occasional Grants in 2017/18. 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 2017/18 cannot exceed £25,000 without approval from Council.

The current policy is attached at **Appendix D** for review. No changes are being proposed.

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

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## **AGENDA ITEM 11: PRESS & MEDIA POLICY**

Council approved its Press & Media Policy in March 2016 which is now due for review and is attached at **Appendix E**.

Minor changes being recommended are shown as tracked.

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

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