

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 20 February 2019** at **7.30pm**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
 Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 5 Members of the public  
 Suzanne Hawkes, Felixstowe Creative Arts Trust

**478. PUBLIC QUESTIONS**

A member of the public addressed the Committee about an allotment plot that he had tended for over 35 years which, due to ill health, may need to reduce in size or give up. Currently the plot included fruit trees he enquired whether the Council would like to keep the plot and turn it into a community orchard, similar to that being created at the Ferry Road allotments. To support the need to assist in tending the allotment, Members suggested that gentleman contact the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) or the new Felixstowe Timebank initiative which was currently holding an information session in the adjacent Courtroom Gallery. Members advised that Timebanking was a scheme designed to match volunteers who were able to offer their time in terms of skills and support in return for a reciprocal service from another member of the Timebank.

**479. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr Mark Jepson**

**480. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Wiles	All	Local Non-Pecuniary (as Member of Suffolk County Council)

#### **481. REQUESTS FOR DISPENSATION**

There were none.

#### **482. CONFIRMATION OF MINUTES**

**RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 19 December 2018 be signed as a true record.

#### **483. FELIXSTOWE CREATIVE ARTS TRUST UPDATE**

Committee were pleased to receive a presentation from Suzanne Hawkes on the history of the Felixstowe Creative Arts Trust (FCAT) and its plans for a community arts facility, called the Two Sisters Arts Centre, at the redundant church of St Marys, Trimley. The concept had been formed after difficulties in find a suitably sized venue to hold community performances on the Felixstowe Peninsula. It was noted that the new venue would have a capacity of approximately 80 seats for drama productions and would also serve as an arts exhibition venue.

Ms Hawkes advised that a new lease was being negotiated with the Diocese and the plan was to open the facility at the end of April as a dedicated Arts Centre in time for Summer. There would also be a website and Facebook page created.

FCAT's Business Plan was to become sustainable and cover all running costs within 3 years. Funding in the meantime would be sought from the Arts Council and Big Lottery fund, as well as applications for local council grants and Councillor support. A Member suggested that FCAT also speak to the Suffolk Coastal District Council Funding Team for help identifying additional funding streams.

**RESOLVED** that the Felixstowe Creative Arts Trust update be noted.

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

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 February 2019.

**RESOLVED** that the Budget Report to 8 February 2019 be received and noted as presented with no other action required at this time.

#### **485. BSEVC UPDATE**

Committee received the update provided by BSEVC on the progress of their Creative Moments project. Committee agreed to release the remainder of the grant which had been ring-fenced - £783

**It was RESOLVED** that the ring-fenced £783 remainder of the grant be released to BSEVC.

#### **486. NEW TOWN MAGAZINE**

Members considered the report on the new Town Magazine, and received a verbal update from the Town Clerk. Examples of another town council magazine were circulated and Members agreed that this was representative of the content they had envisaged. The Clerk reminded Committee that the cost of producing the magazine was being financed from the general fund in the first year so that there would be no extra cost to the taxpayer. However, it was anticipated that some advertising income would be received to offset some of this cost. Members were concerned that the magazine should have less advertising than other local magazines and it should include, not only Council business, but provide a platform for information from lots of other community groups. Schools could feed in news updates via the Youth Forum.

Members agreed that a working group should be created to aid the Town Clerk in producing the new magazine. This small editorial team should include two Officers, two Members and potentially involve participation with other community partners such as Visit Felixstowe.

A framework will need to be created before the elections with the aim to send the first magazine for publication at the end of May. As part of the editorial guidelines, the magazine would not include any political articles.

**It was RESOLVED that:**

- i. a Town Magazine Working Group be created to oversee production of the publication, comprising Cllr D Savage, Cllr K Williams, the Town Clerk, Deputy Town Clerk and other relevant community partners;**
- ii. Members representing outside bodies should engage with the Working Group to provide articles and other content for the magazine; and,**
- iii. the opportunity to participate in the new magazine be promoted on the Council's website to encourage input from community groups.**

#### **487. FELIXSTOWE PLAY AREA PROJECT**

Members considered the report on the Felixstowe play area project and the Town Clerk gave a verbal and visual update on scheme proposals being explored for the Cavendish Park, Allenby Park and Gosford Way/Ferry Road sites and detailed likely funding streams.

The Town Clerk explained the issue of some of the Allenby Park play equipment being outside of the fenced area and how this affects the Public Space Protection Order (PSPO) with regards to dogs on leads. SCDC have been asked whether the fence area can be extended and also whether it can be done with the same flooring as it would be easier to maintain in the long term.

A Member advised that he had pledged £3,900 of his SCC Locality Budget towards the scheme.

A Member asked whether the proposed MUGA had to be blue as depicted in the visuals. The Clerk agreed to investigate whether it can be ordered in a different colour and whether there was an extra cost involved. In response to a question from a Member on when other play areas in the town would be upgraded, the Clerk confirmed that, whilst a Play Area Review undertaken in conjunction with SC Norse and SCDC had identified these three locations as the highest priority, many others also required investment. These were all included in a prioritised list that would

Following a discussion on the principle of SCDC divesting the Gosford Way and Allenby Park areas to the Town Council, the Clerk advised that this would need to be subject to full consideration of matters such as tree inspections, drainage, charges on the land, easements and access rights. A full report on these matters would be brought to Council in due course. If the asset transfer goes ahead it will then fall within the remit of the Council's Assets and Services Committee to oversee the maintenance of the sites.

**It was RESOLVED that:**

- i. the Felixstowe Play Area project be noted;**
- ii. Committee support the applications being made to the District Council for the release of S106 and ECB funding;**
- iii. funding of £2,000 towards the scheme from the Youth Forum budget, as recommended by the Felixstowe Youth Forum be approved;**
- iv. it be recommended to Council to authorise expenditure of £27,807.79 and £27,0000 respectively from the CIL and Play Equipment Earmarked Reserves; and**
- v. it be recommended to Council that the principle of divesting the ownership of the Gosford Way play area/open space and Allenby Park on project completion from the District Council to the Town Council be approved, subject to consideration of all other relevant matters.**

#### **488. TWINNING UPDATE**

Members considered the Twinning update report, and discussed ideas for marking both the twinning anniversaries; with Wesel being the 45<sup>th</sup> Anniversary and Salzwedel being the 25<sup>th</sup> Anniversary.

**It was RESOLVED that:**

- i. the Twinning update report be noted;**

- ii. **the Mayor/Council formally invite the Vice-Chairman of the British German Association, Mr John Hobley, to attend the Wesel Civic Reception;**
- iii. **the invitation from Bürgermeisterin Ulrike Westkamp be accepted and for Council's delegation to Wesel this year consist of the Mayor & Mayoress/Consort, the Deputy Mayor & Escort/Consort, plus the Mayor's Secretary;**
- iv. **a gift be purchased to mark the occasion of the 45<sup>th</sup> anniversary of the twinning of Felixstowe and Wesel;**
- v. **that the Council host a reception for the visitors from Salzwedel on the evening of 19 July 2019; and,**
- vi. **costs associated with the above activities be met from Council's Twinning Budget.**

#### **489. CCTV REPORT Q3 2018/19**

Committee considered a report on CCTV. Members commented on the excellent service provided by the maintenance contractor, STC Solutions.

**RESOLVED that the Q3 2018/19 CCTV report be noted as received.**

#### **490. CHRISTMAS EVENT 2019**

Members reviewed the recent ice rink event held in the run up to Christmas 2018. It was agreed that the timing of the event, having coincided with school holidays, was just right and resulted in a large increase in footfall. Entertainment provided by Fresh Gold Radio which attended for the whole duration of the event had also been a success; interacting with participants created a good atmosphere that could be heard before it was seen and their presence also provided surveillance.

Members considered the dates for the Christmas Ice Rink and agreed that it should be provided for four days from Friday 20<sup>th</sup> to Monday 23<sup>rd</sup> December to again capture the end of the school term.

Members also considered the venue, in particular with regards to the possibility that they may be building on the Weatherspoon site and also to encourage more footfall in the Shared Space area. When BID is established this may be something that they are keen to explore. It was noted that holding the ice rink at Great Eastern Square has several benefits, as not only do the East of England Co-op sponsor half the cost of the ice rink, they also provide a safe place for the skates to go at night, overnight security and first aid cover.

Members discussed holding a Christmas Market at the other end of Hamilton Road, and the Town Clerk was asked to approach the Chamber of Commerce to see if it is a good place for it to be. Members commented that late night shopping had been tried before but had not been particularly successful.

**RESOLVED** that the deposit payment for the ice rink be approved and paid on the 1 April 2019 from the 2019/20 budget in order to confirm the provision of a synthetic ice rink at Great Eastern Square from Friday 20th to Monday 23rd December 2018; and, a report on further arrangements for the event to be brought to Committee in due course.

**491. OCCASIONAL GRANTS POLICY**

Committee considered the Occasional Grants Policy.

**RESOLVED** that Occasional Grants Policy for 2019/20 be recommended to Council for adoption as presented with no changes.

**492. PRESS & MEDIA POLICY**

Committee considered the Press & Media Policy.

**RESOLVED** that the Press & Media Policy for 2019/20 be recommended to Council for adoption as presented with no changes.

**493. FORMALISING THE MAYOR'S CHARITY**

Members noted that bank charges had now been introduced to the Mayor's Charity Ball account and considered formalising the Mayor's Charity by registering with the Charity Commission.

**RESOLVED** that the Mayor's Charity should register as the Felixstowe Mayor's Charity Fund with the Charity Commission and there should be 3 trustees in any year: the current Mayor, the Deputy Mayor and the immediate Past Mayor.

**494. SUFFOLK DAY 2019**

Members were pleased to note that the Mayor had received an invitation from BBC Radio Suffolk for Felixstowe to host the launch of this year's Suffolk Day.

This would involve a live broadcast from the Seafront/Town Hall Gardens at 7am with a welcome from the Mayor to Felixstowe and a proclamation to be read out on the Town Hall steps at 9.30, followed by the raising of the St Edmunds flag at approximately 9.45am.

As previously agreed, Members would organise an afternoon tea event in the afternoon similar to 2018 (*Minute #245 of 2018/19 refers*). A celebration of all things Felixstowe/Suffolk would continue on the breakfast radio show and throughout the weekend and it is hoped to involve as much of the community as possible. Ideas included involving the Pier, parkrun, the Felixstowe in Flower Launch, the emerging Felixstowe BID, Landguard Fort, the Museum, Litter Free Felixstowe, the Spa Pavilion, Visit Felixstowe TIC Hut and the open water swimmers.

A member suggested having a Suffolk Day page on the website feeding to/from the Suffolk Day website detailing the events of the weekend.

**RESOLVED that the Suffolk Day 2019 report be noted, with further suggestions most welcome and an update report be brought to the next meeting.**

**495. ARMED FORCES WEEKEND LEGACY GRANT UPDATE**

Members considered the report on the Armed Forces Weekend legacy grant, noting the update from Voice cLoud for a 'Songs of Remembrance' event. The ring-fenced grant of £470 had now been returned to the pot and a new application would be sought if appropriate. Voice cLoud have been advised to contact the Royal British Legion to see they could work together for a Remembrance concert.

It was noted that the funding pot stood at £4,116 from an initial fund of 10,796.

**RESOLVED that the Armed Forces Weekend Legacy Grant update report be noted.**

**496. CLOSURE**

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 17 April 2019 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_