

Telephone: 01394 282086  
Fax: 01394 285920  
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr S Wiles (Chairman)

Cllr D Savage (Vice Chairman)

Cllr S Bennett

Cllr S Gallant

Cllr S Harkin

Cllr G Newman

Cllr M Morris

Cllr M Richardson

Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 17 February 2021** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

*Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

**Ash Tadjrishi**  
**Town Clerk**  
**12 February 2021**

For information (via email):

All Town Councillors  
Local Press

## **A G E N D A**

- 1. Public Question Time**  
Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**  
To receive any apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest and to consider any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of Civic & Community Committee meeting held on 16 December 2021 as a true record. **(Pages 4-7)**
- 5. Landguard Governance Review**  
To receive a presentation from Tim Clarke, Acting Chairman of the Landguard Partnership, following a governance review of the Landguard peninsula. **(Pages 8-10 & Appendix A)**
- 6. Felixstowe in Flower 2021**  
To receive an update report and consider arrangements for Felixstowe in Flower 2021. **(Page 11)**
- 7. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 10 February 2021 and consider any actions deemed necessary. **(Page 12 & Appendix B)**
- 8. Occasional Grant & Coronavirus Grant Applications Update**  
To receive a report Occasional Grants awarded at the previous meeting and applications made under the Council's Coronavirus grant scheme. **(Page 13)**
- 9. Women's Tour 2021**  
To receive an update on preparations for the Women's Tour 2021, which was postponed last year. **(Page 14)**
- 10. Annual Town Meeting/Civic Awards 2021**  
To consider arrangements for this year's Annual Town Meeting and Civic Awards. **(Page 14)**
- 11. Digital Community Directory Project**  
To consider funding for the development of a community directory on the Town Council's website. **(Page 15 & Appendix C)**
- 12. Occasional Grants Policy**  
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 15 & Appendix D)**

**13. Press & Media Policy**

To review Council's Press & Media Policy and make any recommendations to Council. **(Page 15 & Appendix E)**

**14. CCTV Update**

To note an update from the CCTV Liaison Group and consider any action it deems necessary. **(Page 16)**

**15. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 April 2021 at 7.30pm.

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

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***Committee is reminded to consider the Council's commitment to climate action in its decision-making.***

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



**RESOLVED that the Coronavirus Grant application update report be noted as approved, with no other action required at this time.**

**397. OCCASIONAL GRANTS 2020/21**

Committee considered completed applications for funding received prior to the 30 November 2020 deadline, for the sole round of Occasional Grants for the year 2020/21 due to the requirement of Coronavirus grants throughout the year. The total of grant funding requested in this second round being £18,800.

The Town Clerk advised that there was £9,738.64 available in the funding pot for this round of grant applications.

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

**Felixstowe and Corinthians Cricket Club**

£1000 towards new floorboards and cladding as part of the refurbishment of the Grounds Hut at Deben High School.

**Felixstowe Area Community Transport (FACTS)**

£2,000 towards transporting elderly and those with medical conditions to and from Ipswich Hospital.

**Felixstowe Creative Arts Trust (F-CAT)**

£350 ring-fenced once match funding is in place, towards exhibition display boards and exhibition tables.

**Landguard Fort**

£1,500 towards project DRIVE which aims to enhance the visitor experience for all persons with physical disabilities, and for volunteers also facing mobility challenges.

**Majestic Voices**

£500 towards technical recording software and Perspex screens to enable the group to continue through COVID restrictions.

**Music in Felixstowe**

£500 towards the cost of live-streamed performances during the pandemic.

**Rural Coffee Caravan**

£238 towards the cost of purchasing slow cookers for distribution to homes in need in Felixstowe.

**Suffolk Mind**

£1,050 towards the cost of a telephone support service for those struggling with mental health in Felixstowe.

**WAM Fest**

£1,000 ring-fenced towards a community arts festival to celebrate International Women's Day on 6 March 2021 subject to COVID restrictions nearer the time.

**RESOLVED that for the round of Occasional Grants for 2020/21 a total of £8,138 be awarded and approved for payment on the basis of the schedule above; and the remaining £1,600.64 be kept for any urgent Coronavirus applications that may come in before 31 March 2021.**

**398. BLUE FLAG 2021**

Committee noted the report detailing the application process for the renewal application for the 2021 Blue Flag and Seaside Award.

**RESOLVED that approval be given for funding the 2021 Blue Flag and Seaside Award at a cost of £799 +VAT from the New Community Projects budget.**

**399. FELIXSTOWE FORWARD**

Members received a verbal update on the arrangements for Felixstowe Forward, following the Sponsor Group meeting that took place earlier that week.

**It was RESOLVED that the Felixstowe Forward update be noted.**

**400. SEAFRONT LIGHTING**

Members noted a letter received from East Suffolk Council in respect of the festoon lighting on the prom which was anticipated to reaching the end of serviceable life in approximately 5 years. Committee was pleased to be approached before the project is initiated and agreed that it was great opportunity to consider something spectacular but also energy efficient and resilient for the seafront.

Members suggested it would be useful for a representative of East Suffolk Council to attend a future Civic & Community Committee meeting to discuss options and possible funding sources, for example, the potential for commercial sponsorship.

**RESOLVED that the Town Clerk responds to thank East Suffolk Council for the opportunity to be part of the discussions around the seafront lighting and to invite a representative from East Suffolk Council to attend the Civic & Community Committee once further information on the project is available.**

**401. MEMORIAL WALL**

Members noted a letter from East Suffolk Council giving information about the new policy for Commemorative Benches and the suggestion of an option to create a memorial wall in a suitable sea front location to meet demand, such as the wall space near to The Hut in the Seafront Gardens. Committee discussed an alternative option of having plaques in the Shelters but had concerns that wherever the memorial plaques were, flowers and memorial ornaments could be

left in those areas which could cause problems. Some Members felt that a memorial wall was more suited to a Cemetery than the seaside but Committee accepted that there was clear interest in having plaques to commemorate a favourite place such as 'by the sea.' Members were keen to ensure that any money raised from a memorial wall be used to maintain the area.

Members requested that this item be brought back to Committee for further discussion.

**RESOLVED that the Town Clerk will respond to East Suffolk Council with Members initial thoughts and a formal response will be sent upon further discussion at the next meeting.**

#### **402. CLOSURE**

The meeting was closed at 9.49pm. The next meeting was noted as being scheduled for Wednesday 17 February 2021 at 7.30pm.

## **AGENDA ITEM 5: LANDGUARD GOVERNANCE REVIEW**

### **Introduction**

In 2019 East Suffolk Council, English Heritage Trust, Landguard Fort Trust, Felixstowe History & Museum Society, and the Landguard Conservation Trust began a National Lottery Heritage Fund funded project. With consultant support Phase 1, a Governance Review and Organisational Development exercise was completed last year, and a recommendation for a future management structure agreed.

### **Intent**

A Landguard Charitable Trust will be established as an incorporated charity and take a place-based approach to the peninsula, building a sustainable future for this unique natural, built, and historic landscape, whilst also benefiting the wider local community and economy. The new Trust will comprise five trustees appointed by the five organisations involved, plus five independent trustees and an independent chairperson.

### **Identity and Remit**

In strategic terms, the remit of the Trust is to ensure a more holistic, place-based approach to the peninsula, complementing and supporting the work of existing organisations active on the peninsula (public, private and non-profit/charitable). The Trust will replace the existing loose partnership structures. In its access to and allocation of finance and key resources, it will recognise how a joined-up structure assists the Landguard peninsula, maximising the benefits the peninsula offers to the public in a positively focused, efficient, and cost effective manner.

### **Where we are now?**

The recruitment process for the independent trustees and chair has begun, as has Phase 2 of the project; the development of a business plan. Once the Shadow Board Chair is appointed we will want to engage with all partners but particularly ESC and EH to agree a process for heads of terms/contractual relationships and a timetable to drive the project forward.

### **Vision**

Our vision for Landguard is a resilient, sustainable, and financially self-sufficient entity.

An attractive destination for local people and visitors alike delivering a stream of activity and developments through the 2020s. This will be achieved by a blend of visitor experience and conservation; through displays, collections, activities and education for people to enjoy and be stimulated by. Priority will be given to protecting and conserving the designated assets and any development will be in harmony with the wildlife, ecology and built heritage. It will become an increasing source of inspiration, health and wellbeing for the people of Felixstowe. We want to facilitate

greater access to Landguard, collaborating with schools and other community groups to appeal to younger and more diverse audiences.

Volunteers are key to Landguard's success and we will invest more in recruiting, training, and develop new opportunities by creating a centre for heritage and nature conservation skills.

Once created, the Trust's objectives will be, as envisaged by current stakeholders:

- Raise the profile of the unique setting and quality of Landguard, viewing the site as one and ensuring the infrastructure of Landguard is sustainable for the long term, including binding agreements regarding income generated at Landguard.
- Produce a specific planning framework for Landguard, starting with a Masterplan and work with partner organisations to complement Felixstowe's tourism development plans, adding value to the town visitor economy, and wider regional economic growth.
- Attract and manage inward investment from new National Lottery Heritage and other grant funded projects to enhance public benefit across Landguard and conserving this nationally important built and natural environment.
- Engage with the local community to improve Landguard's offer as an important community resource, meeting needs and reaching out to a more diverse audience.
- Build on the already strong educational offer and attract more schools and youth groups to Landguard. Promote an interest in nature and heritage conservation to the next generation and more diverse audiences.
- Develop a heritage skills hub, creating mutually beneficial partnerships with further education providers that can deliver a range of volunteering opportunities, educational experiences, work experience, apprenticeships, and training.
- Create partnerships with local further education providers and industry to innovate in the use of digital technology such as Audio Visual, Virtual Reality interpretation, marketing and promotions, visitor management, displays and information storage and access.
- Increase the delivery of site wide maintenance and conservation works by up-skilling local volunteers, promoting increased local community involvement, and becoming more self-sufficient.
- Communicate with local stakeholders such as the Port of Felixstowe to facilitate possible improvements in infrastructure including permanent café and visitor centre, sea defences, ferry berth, car parking, landscaping, and services.

- Provide space and experiences that have a positive effect on mental and physical health and wellbeing.
- Improve access and understanding of Felixstowe's culturally rich social, economic, and military history, promoting pride in the town's heritage and present day achievements.
- Continue the management and conservation of East Suffolk Council's Site of Special Scientific Interest and Scheduled Monument designated Landguard Nature Reserve. Increasing public awareness of the site's importance as a rare natural habitat and increasing the peninsula's biodiversity.
- Forge stronger links with other Essex and Suffolk military heritage sites such as Martello Tower P, Bawdsey Radar and Harwich Redoubt, telling the story of defending the nation along our coast and across the centuries.
- Seek ways to minimise operational costs and carbon footprint.
- Host and promote more events including theatre, historical re-enactments, exhibitions and live music.

Tim Clark, Acting Chairman will be attending Committee to give a presentation on 'next steps' and how the Town Council can support the aspirations of the Landguard Peninsula as it transitions to the new model.

The governance and organisational development report, carried out by Scott B Sullivan Associates and HBMC is at **Appendix A** for information.

**Committee is requested to note the presentation and the findings of the governance and organisational development report (Appendix A).**

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## **AGENDA ITEM 6: FELIXSTOWE IN FLOWER**

With Spring around the corner and the possibility of an easing of lockdown restrictions, consideration of preparations for Felixstowe in Flower requires consideration. The timeline for which, in previous pre-pandemic years, has been as follows:

- March: Preparation of sponsorship forms and competition forms for schools and gardens, all being emailed and posted out with the support of the Girl Guides filing envelopes, then delivering to local business in Hamilton Rd.
- Contact all locals schools to see if they are entering the competitions and then deliver gro-bags and sunflower seeds. Arrange Mayoral visits to all the schools.
- March/April Preparation for the launch starts, contacting all community groups to participate in the Launch which is held early/mid-June.
- June: Launch takes place in the Triangle with stalls and pot plant competition for Councillors. All the hanging baskets and tubs are planted up throughout the town for this event. In 2019 this was on 22 June, but last year it was planned to bring it earlier for the Women's Tour.
- Preparations start for the judging and awards ceremony.
- July: Judging takes place
- September: Awards Ceremony.

Considering the above timeline and the current situation, it is clear that usual planning will be a challenge again this year.

Members are therefore requested to consider other options that would be possible this year. In 2020 the baskets were installed with the Sponsor plaques recognising their past contributions at the cost of Felixstowe Town Council. Sponsorship received in 2019/20 was £7,521 which offset the expenditure for Felixstowe in Flower that year. With events being cancelled, the cost of putting on Felixstowe in Flower, (excluding staff or fuel cost) last year was reduced to £3,152.

One of the actions being proposed by the Council's Climate Emergency Action plan is to consider the use of peat-free compost. It may be good to trial this in 2021, if available.

Though it was disappointing not to be able to hold any Felixstowe in Flower events in 2020, careful consideration should be given to holding public events this year, even if lockdown restrictions are eased. However, continuing to bring colour to Felixstowe through the floral baskets and tubs is still possible and there may be further options to promote community participation in Felixstowe in Flower. For example, residents could be invited to submit photographs of their own displays to be shared through our social media pages and in the town Magazine.

**Committee is requested to consider and decide on arrangements for Felixstowe in Flower 2021.**

## AGENDA ITEM 7: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 10 February 2021 is provided below with a detailed report at **Appendix B**.

10/02/2021	Felixstowe Town Council						Page 1	
13:30	Summary Income & Expenditure by Budget Heading 10/02/2021							
<b>Month No: 11</b>	<b>Cost Centre Report</b>							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301	Civic & Community							
	Income	14,292	3,992	7,692	3,700			51.9%
	Expenditure	34,037	21,731	36,930	15,199		15,199	58.8%
	Net Income over Expenditure	<u>(19,745)</u>	<u>(17,739)</u>	<u>(29,238)</u>	<u>(11,499)</u>			
	plus Transfer from EMR	1,513	0					
	Movement to/(from) Gen Reserve	<u>(18,232)</u>	<u>(17,739)</u>					
302	Grants							
	Expenditure	36,599	33,149	36,600	3,451		3,451	90.6%
303	Felixstowe in Flower							
	Income	8,021	500	8,250	7,750			6.1%
	Expenditure	4,955	3,152	6,750	3,598		3,598	46.7%
	Movement to/(from) Gen Reserve	<u>3,066</u>	<u>(2,652)</u>					
304	Communication							
	Income	4,805	4,490	13,000	8,510			34.5%
	Expenditure	12,522	9,476	13,628	4,152		4,152	69.5%
	Movement to/(from) Gen Reserve	<u>(7,716)</u>	<u>(4,986)</u>					
305	Community Projects & Ptnrshps							
	Expenditure	76,779	40,023	86,968	46,945		46,945	46.0%
Grand Totals:- Income		27,119	8,982	28,942	19,960			31.0%
Expenditure		164,891	107,531	180,876	73,345	0	73,345	59.5%
Net Income over Expenditure		<u>(137,772)</u>	<u>(98,549)</u>	<u>(151,934)</u>	<u>(53,385)</u>			
plus Transfer from EMR		1,513	0					
Movement to/(from) Gen Reserve		<u>(136,260)</u>	<u>(98,549)</u>					

**Committee is requested to consider the budget report to 10 February 2021 and decide any action it deems necessary.**

## **AGENDA ITEM 8: OCCASIONAL GRANTS & CORONAVIRUS GRANTS UPDATE**

### **Occasional Grants**

Following on from the last meeting all Occasional Grant payments have been made except the 3 ring-fenced grants as follows which are awaiting further information:

F-Cat are currently exploring the possibility of a grant from Trimley St Mary to match fund the £350 ring-fenced grant approved by Felixstowe Town Council towards display boards and tables for the two planned art exhibitions and future exhibitions.

Majestic Voices are currently looking into applying to the Bounce Back fund. The group is currently unable to meet, so haven't looked into any other grants or fundraising. Initially the grant approved by Felixstowe Town Council is a ring-fenced grant of £500 which can be granted as soon as the funding for the remainder of the project total £1,500 is in place. Funding is for PA equipment, recording software, and zoom.

WAM Fest have made the difficult decision to defer the WAM Fest live which was planned for March but have produced a short 3 minute taster for release the weekend of International Women's Day instead. The plan is now to run the live festival over the weekend of 4th September. Further information has been requested, as at the last meeting £1,000 was ring-fenced for this festival. The organisers have been made aware that the £1,000 is only available until the end of March and we would require a breakdown of costs in order to release the funds, thereafter a new application should be submitted by 31 May 2021 for the first round of Occasional Grants.

With the above three project grants ringfenced (£1,850) there remains £1,600 in the Occasional Grant budget for the year 2020/21.

### **Coronavirus Grants**

Awards from Council's responsive Coronavirus grants can be made using the Occasional Grants budget (*Minute #516 (ii) of 2019/20 refers*).

A Coronavirus Grant application has been received from St Mary's Church for £725 for St Philip's Community Hub which has been offering a Basic Pop Up Shop for over 5 years. The project would create a meeting place run by volunteers which can be used for signposting and aim to offer Money Skills Courses, meals on a budget, IT Support, wellbeing etc. They are looking for funds to provide a laptop with IT equipment, desk and privacy partitions. A breakdown of costs alongside the application form has been circulated to members for consideration.

A Coronavirus Grant application has also been received from East Anglia's Children's Hospices (EACH) for a grant of £1,000 to help provide care for local life-threatened children and their families. The application form with supplementary information has been circulated to members for consideration.

**Committee is requested to note the Occasional Grant and Coronavirus Grant application update and decide on any action it deems appropriate.**

## **AGENDA ITEM 9: WOMEN'S TOUR 2021**

The 2020 Women's Cycling Tour, postponed from its planned finish in Felixstowe on Saturday 13<sup>th</sup> June last year, had been provisionally rescheduled to the same weekend this year (Saturday 12<sup>th</sup> June). However, a recent conference call was held with all the various stage partners from across the UK and the race organiser, SweetSpot, at which the decision has been taken to postpone the race until the Autumn. An official announcement will be made by SweetSpot on Tuesday 16<sup>th</sup> February.

The proposed revised dates for the race will be the 2<sup>nd</sup> - 9<sup>th</sup> October with the Suffolk stage - and final stage of the race - taking place on Saturday the 9<sup>th</sup> October. These dates will be made public but remain provisional and not confirmed by the UCI until late April/Early May. Discussions have taken place with the UCI and in principle they are in agreement with the dates but they need to wait to understand the situation with other races and how it all fits together for the World Tour Calendar.

In due course, Committee can consider how the Town Council can support the event and review the 'Felix Fest' element that was to coincide with the event, had it been held in the summer.

**Committee is requested to note that update on preparations for the Women's Tour 2021, which was postponed last year.**

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## **AGENDA ITEM 10: ANNUAL TOWN MEETING/CIVIC AWARDS 2021**

The Government has said there are no plans to extend the legislation brought in last April that has enabled the holding of virtual meetings and for annual meetings to be cancelled or delayed. While NALC, the LGA and other bodies continue to press for the legislation to be extended (or possibly even be permanent), annual meetings of parish councils and parish meetings should be scheduled for 2021 in the normal way.

Therefore, if the Town Council intends to hold such meetings by remote technology the Annual Council Meeting must be held between 1-6 May, and the Annual Town Meeting from 1 March - 6 May. Should the legislation be extended in the interim then there would of course be extra flexibility.

NALC has issued some guidance on the possible return to face to face meetings here: <https://www.nalc.gov.uk/our-work/coronavirus-page#preparing-for-the-possible-return-of-face-to-face-meetings>

In previous years the Annual Town Meeting, incorporating the Council's Civic Awards, has been held a week prior to the Annual Council Meeting. For 2021 this date is scheduled for 12 May. Notwithstanding the regulations around annual meetings, given the circumstances surrounding the pandemic and lockdown, Members may wish to consider potential alternative arrangements for the 2021 Civic Awards.

**Committee is requested to consider arrangements for this year's Annual Town Meeting and Civic Awards, making any recommendation to Council it deems appropriate.**

## **AGENDA ITEM 11: DIGITAL COMMUNITY DIRECTORY PROJECT**

Following a recent Felixstowe Community Partnership meeting and discussions with the East Suffolk Communities Officer, a potential project to host a digital community directory on the Town Council's website has been developed and a proposal for this put forward by the Council's website provider, as shown at **Appendix C**.

Should Committee wish to support the project, a proportion of funding towards its implements could be sought via the Community Partnership and, potentially, ESC Enabling Communities Budget.

**Committee is requested to consider funding for the development of a community directory on the Town Council's website.**

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## **AGENDA ITEM 12: OCCASIONAL GRANTS POLICY**

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

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

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

Council has approved a provision of £25,000 towards Occasional Grants in 2021/22. 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 2020/21 cannot exceed £25,000 without approval from Council.

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

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

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## **AGENDA ITEM 13: PRESS & MEDIA POLICY**

Council's Press & Media Policy, approved in March 2020, is now due for review and is attached at **Appendix E** with no changes proposed at this time.

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

## **AGENDA ITEM 14: CCTV UPDATE**

The Deputy Town Clerk and Councillors D Aitchison, N Barber, T Green and M Richardson, together the other stakeholders, have been reviewing the present CCTV setup with a view to reporting back to Civic & Community Committee on future options (*Minute # 130 2020/21 refers*).

On 27 August, a Zoom meeting was held where members were updated with the history of the CCTV and possible options for the future in regard to the equipment. Sergeant Russ Mason gave an update on the surveillance of the CCTV, and informed the group that some new volunteers were currently being recruited and trained. The company upkeeping the CCTV, STC Solutions Ltd gave a report on recent faults and options to move forward. STC have agreed to provide 2 static cameras under the existing contract free of charge, as these can provide a better picture when zooming in.

Members of the group studied a map of the current locations of the CCTV cameras and a trip was planned for members to visit the CCTV control room with Covid-19 precautions and then to do a walking tour to evaluate each camera location and its effectiveness. However, this has had to be postponed due to lockdown.

In the meantime, the Group is meeting with representatives from East Suffolk Council to discuss the role of CCTV in different areas of the town and the approach that is being taken in Lowestoft, following a similar review there.

A verbal update from that meeting will be provided.

**Committee is requested to note the update from the CCTV Liaison Group and consider any action it deems necessary.**

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