

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Town Hall, Felixstowe on **Wednesday 15 September 2021** at **7.30pm**

PRESENT: Cllr S Wiles (Chairman)
 Cllr D Savage (Vice-Chairman) Cllr S Harkin
 Cllr D Aitchison Cllr M Morris
 Cllr S Bennett Cllr G Newman
 Cllr S Gallant Cllr M Richardson

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D Frost (Deputy Town Clerk)
 Mrs S Faversham (Civic Events Officer)
 Miss H Miles (Communications Apprentice)
 Mrs J Smith (Administration Assistant)
 Mr S Congi (Finance Admin Assistant) - Online

IN ATTENDANCE: Mr N Farthing, Chairman, Felixstowe Allotment Association
(Online): Two members of the public.

128. PUBLIC QUESTION TIME

There were none. It was noted that Mr Farthing was attending on behalf of the Felixstowe Allotment Association. Committee agreed to bring agenda item 16 (Community Hut Project) forward in the order of business.

129. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

130. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|--|
| Cllr S Gallant Cllr M Richardson Cllr S Wiles | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr G Newman Cllr S Wiles | All | Local Non-Pecuniary (as Members of Suffolk County Council) |
| Cllr D Savage | 135 | Local Non-Pecuniary (as a Trustee to Citizens' Advice) |
| Cllr G Newman | 135 | Local Non-Pecuniary (as Suffolk County Council's representative to Citizens' Advice) |

131. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 17 February 2021** be signed as a true record; and,

Committee NOTED the cancellation of the Civic & Community meeting scheduled to be held 14 April 2021 in accordance with the period of national mourning for HRH Prince Philip.

132. DECISIONS MADE UNDER DELEGATED AUTHORITY

Committee NOTED the record of the decision made under the temporary authority delegated to the Town Clerk since the previous Committee meeting, in accordance with Minute #17 of 2021/22.

133. FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

It was noted that this matter had been referred by Council for Committee to consider a request for funding for a new community hut for the Felixstowe Allotment Association (FAA).

At the direction of the Chairman, Mr Neville Farthing, Chairman of the FAA, addressed the Committee on the project. In response to Council's query about planning permission, Mr Farthing had understood that this would not be required as the building would be replacing an existing structure and under 2.5m high. However, the Planning Department at East Suffolk Council had been emailed to confirm this.

Members asked Mr Farthing about disabled access to the hut and a portable ramp will be provided. The Association will also be looking at providing permanent toilet provision in the future.

Mr Farthing advised that the cost of the proposed 5m x 3m insulated cabin had recently been reduced from £11,539.99 to £8,816 and it was anticipated that a further cost of around £1,500 would be required for fitting out the hut. The installation of the building was expected to take no more than 6 months to complete, and with the growing season now finishing it was an ideal time to start working on it.

Members thanked Mr Farthing and discussed the merit of the proposal and whether it would be preferable for the Town Council to directly fund and own the cabin rather than provide funding for the FAA to undertake this project themselves.

The Clerk advised that, following the FAA's recent review of its constitution, the Town Council was being asked if it would be willing to receive FAA assets in the event of the FAA being wound up. This would be referred to the Council's Assets & Services Committee for consideration.

Following further debate and a vote, it was RESOLVED that it be recommended to Council that a £10,000 should be provided to the Felixstowe Allotment Association via Community Infrastructure Levy Earmarked Reserve towards their Community Hut Project.

134. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 September 2021.

RESOLVED that the Budget Report to 9 September 2021 be received and noted as presented with no other action required at this time.

135. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2021/22

Committee considered applications for on-going funding support from several local partner organisations, a report from the Lions Club of Felixstowe and a report from the Harwich Harbour Ferry Services.

It was noted that both Wesel Twinning Association and Salzwedel Twinning Association had not used their grant from the previous year due to Covid so did not require a grant for the year 2022/23. The Wesel Twinning Association will be celebrating its 50th Anniversary in 2024 when they will be planning to apply for a grant to commemorate this achievement.

It was RESOLVED that :

- i. £6,750 towards the provision of the 2022 Christmas lights be included as part of the recommendations for the 2022/23 budget alongside the following:**

As Annual Grants:

| | |
|---|----------------|
| Art on the Prom | £1,400 |
| Citizen's Advice | £3,000 |
| Felixstowe Book Festival | £2,000 |
| Felixstowe Carnival | £2,000 |
| Felixstowe Council for Sport and Recreation | £ 300 |
| Felixstowe Volunteer Coast Patrol Rescue Service | £1,500 |
| Landguard Fort | £1,000 |
| Wesel Twinning Assoc. | £ 0 |
| Salzwedel Twinning Association | £ 0 |
| Total | £11,200 |

Through Community Fund Projects:

| | |
|---|----------------|
| Level Two | £10,000 |
| Landguard Partnership | £5,000 |
| Harwich Harbour Ferry Services Partnership | £1,000 |
| Total | £16,000 |

- ii. **Felixstowe Council for Sport and Recreation be invited to attend the next Civic & Community Committee meeting to give a presentation of the organisation and the purpose of the funding request; and,**
- iii. **Further information be provided to the Committee with regards to the Felixstowe Volunteer Coast Patrol Rescue Service accounts before consideration of the grant for 2022/23 is made.**

136. COMMUNICATIONS APPRENTICE REPORT

Committee received a verbal update from Holly Miles, the Communications Apprentice. Members thanked Ms Miles for the update and looked forward to further updates in the future.

It was RESOLVED that the Communications Apprentice Report be noted.

137. CIVIC AWARDS 2021

Committee received the report outlining the arrangements for the Civic Awards 2021.

It was RESOLVED that the arrangements for the Civic Awards be noted.

138. FELIX FEST/WOMEN'S TOUR EVENT

Committee received an update on the FelixFest Women's Tour event on the weekend of the 8th – 10th October.

Members were pleased to note that the Town Council would have a significant presence at the event with a stall in the Tour Village and branding across the event. It was agreed that promotional materials should be purchased using the Civic Awards Budget. The Clerk advised that the Town Council would receive six tickets to the VIP enclosure.

It was RESOLVED that:

- i. **The six VIP tickets should be made available to Civic Award Winners, subject to the Mayor and Deputy Mayor also having access on the day; and,**
- ii. **Promotional materials on the theme of sustainability – for example such as pencils, cotton bags and reusable water bottles - be purchased for the Town Council stall in the Tour village, with funding to come via the Civic Awards Budget.**

139. REMEMBRANCE 2021

Members received the report outlining Remembrance activities this year.

It was RESOLVED that the Remembrance 2021 arrangements be noted.

140. CHRISTMAS CIVIC SERVICE AND MAYOR'S CHARITY EVENT

Members received the report detailing the planned Mayor's Charity Events and Civic Christmas Carol Service.

It was RESOLVED that the report on the Civic Christmas Carol Service and Mayors Charity Events be noted.

141. FELIXSTOWE IN FLOWER

Members received the report on Felixstowe in Flower and noted the achievements made in recent years to make Felixstowe in Flower more environmentally sustainable. These include changing the wicker baskets to more durable self-watering planters to reduce the amount of visits required to water the plants, and using grey-water with the assistance of Felixstowe Ferry Golf Club.

Members discussed further opportunities to improve the sustainability of Felixstowe in Flower and reduce its environmental impact. Whilst it was accepted that perennial/sustainable planting may not be suitable for the hanging baskets, which are erected to provide colour for the summer months only, Members were keen to explore options for the year-round tubs and planters. It was also discussed that sustainable plants in the public areas could be accompanied by signs explain the purpose of the displays.

Committee was reminded that, prior to the pandemic, sustainable planting in the seafront and Triangle bedding areas was being considered. Members asked that that the East Suffolk Norse Assistant Grounds Manager be invited to attend the next Civic & Community meeting to present some options for sustainable bedding plants.

RESOLVED that the Felixstowe in Flower report be noted, and the opportunity for more sustainable bedding plants be explored at the next meeting, with an invitation extended to the East Suffolk Norse Assistant Grounds Manager to attend.

142. FESTIVAL OF SUFFOLK/QUEEN'S PLATINUM JUBILEE WEEKEND 2022

Members received the report on the Festival of Suffolk/Queen's Platinum Jubilee 2022. A date was confirmed for the tree planting for the Queen's Green Canopy as being Friday 11 March (70 days into the year).

It was noted that the RBL were looking to put on an event during the Jubilee weekend and were seeking support from the Town Council.

The Town Clerk would liaise with the RBL through Cllr Aitchison and an update report would be brought back to the Committee. The Town Clerk reminded Members that an Earmarked Reserve had been kept after the VE 75th Anniversary event was cancelled due to Covid. This currently had £9,996 in

the fund. If Council was so minded, these funds could be put towards an event the Queen's Platinum Jubilee.

The Clerk also advised Committee that the gas beacon that was used for the Centenary of World War I was still in the Council's possession and could be used for the beacon-lighting event. The solid-fuel beacon at Clifflands had been deemed unsafe for use by East Suffolk Norse and its out-of-town location may not maximise the opportunity for attendance.

RESOLVED that the Festival of Suffolk/Queen's Platinum Jubilee Weekend 2022 report be noted and further updates be brought to Committee in due course.

143. COMMUNITY EMERGENCY PLAN

Committee received the update report on the Community Emergency Plan. Members sought clarification on how to contact CEP Coordinators about local incidents in the event of an emergency. It was suggested that a WhatsApp group could be used between the coordinators for alerts and the JEPU to be requested to provide early warning of incidents as they happen.

The Clerk reported that a Langer Road Flood Action Group had been formed and met recently with representatives JEPUE and the Environment Agency. Once more details were known, the Group's contact details could be added to the Town Council's CEP.

RESOLVED that communication be made to all Councillors with regards to who to contact in an emergency, and how they will be updated as the emergency progresses.

144. CLOSURE

The meeting was closed at 9.45pm. The next meeting was noted as being scheduled for Wednesday 20 October 2021 at 7.30pm.

Date: _____

Chairman: _____