

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 20 April 2022** at **7.30pm**

PRESENT: Cllr D Savage (Vice-Chairman *in the Chair*) Cllr M Morris
Cllr D Aitchison 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)
Ms H Miles (Communications Apprentice)

IN ATTENDANCE: Cllr Tracey Green
Paul Borrowoughs, Felixstowe Chamber of Commerce

473. PUBLIC QUESTION TIME

There were none.

474. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles (Chairman)**, **Cllr S Harkin** and **Cllr K Williams**.

475. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant Cllr M Richardson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

476. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 16 February 2022** be signed as a true record.

477. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 March 2022.

It was RESOLVED that the **Budget Report to 31 March 2022** be received and noted as presented with no other action required at this time.

478. FELIXSTOWE IN FLOWER

The Civic Events Officer updated Committee on plans for the launch to be held at the Triangle on Saturday, 28th May from 10am until 12 noon.

The Clerk reported that birch trees for the Shared Space were due to be delivered the next day. In accordance with Committee's request the trees would be a substantial size, approximately 3m high with 14cm trunk girth. It was noted that the supplier of the wooden planters had recommended that they be left untreated in the first year and could be stained or painted if thought appropriate at a later date.

It was RESOLVED that the Felixstowe in Flower and Outdoor Planting report be noted.

479. ANNUAL TOWN MEETING/CIVIC AWARDS 2022 AND THE ANNUAL COUNCIL MEETING

Committee noted the report on the Annual Town Meeting/Civic Awards and the Annual Council Meeting. The Civic Awards had received a good response with 22 nominations. However, as not many nominations had been received for the Ganges Youth Trophy, a further invitation for nominations had been sent to local schools, sports clubs and Level Two.

Members discussed the special single winner's award, because of their association with a certain aspect of Felixstowe life it was agreed that the award should echo that theme with the Felixstowe shield in the centre. The Clerk would circulate details of this award to Members. A nomination has also been made to give the honour of the torch bearer when it comes through the town on 31 May.

It was RESOLVED that the Annual Town Meeting/Civic Awards and Annual Council Meeting report be noted.

480. THE QUEEN'S PLATINUM JUBILEE WEEKEND

Committee received an update report on the Queen's Platinum Jubilee. A flypast request has been made and is looking promising. Volunteers are sought for a two-hour slot (or two) over the weekend. The Town Clerk would be inviting Councillors to volunteer if available.

A programme was being put together with the itinerary, which would be printed in hard copy for the event and published on the Visit Felixstowe website in the meantime.

It was RESOLVED that the report on the Queen's Platinum Jubilee be noted.

481. SUFFOLK DAY 2022

Members considered the Council's involvement in Suffolk Day, reflecting on pre-pandemic where tea and cake, provided by Councillors, were served to the public outside the Town Hall.

It was noted that St Elizabeth's Hospice would be arranging the Suffolk Remembers event again in the evening.

Members discussed whether more could more be done to make the Suffolk Day flag raising more engaging. As it is on a school day, there may be an opportunity to have local children involved, with groups such as Litter Free Felixstowe. Members suggested that FOPWA be invited to participate also. It was suggested that some light refreshment could be offered by the fountain in the Town Hall Gardens after the flag raising ceremony, subject to weather. Further ideas would be shared via email in due course.

It was RESOLVED that schools, FOPWA and other local groups be invited to the Suffolk Day Flag raising, followed by some light refreshment by the fountain in the Town Hall Gardens.

482. S106 OUTDOOR PLAYING SPACE FUND APPLICATIONS CONSULTATION

Members considered two applications for which had recently been received by ESC for funding from the S106 Outdoor Playing Space Fund. The Clerk advised that the funding was not held by the Town Council hold but on behalf of Felixstowe by East Suffolk Council. As such, the Town Council was only a consultee on the application. It was noted that the Rugby club were seeking to commence a two-phase project, with a request for £30,000 to fund the installation of floodlights in this first phase. Felixstowe Cricket Club had also applied for funding of £1,170 to purchase a defibrillator. Members noted that, should the applications be supported by the Town Council, the funding could be approved without further recourse to ESC Cabinet. The applications had already gained support by the District Ward Councillors. Members supported both applications.

It was RESOLVED that a response is sent to East Suffolk Council in support of S106 Outdoor Playing Space Funding for:

- i. £30,000 for Felixstowe Rugby Club towards the installation of Floodlights; and,**
- ii. £1,170 for a defibrillator for Felixstowe Cricket Club.**

483. CCTV UPDATE

The Deputy Town Clerk gave an update from the CCTV Working Group. Members discussed the CCTV report, the value of monitoring and the importance of achieving clarity in the images, especially at night using IP (Internet Protocol) cameras. With these cameras if the Police have the IP address they can dial in and view the images. Martlesham Police HQ may have the ability to use this technology.

Committee agreed that partnership working with ESC seemed worthwhile as many of the cameras in Felixstowe were owned by ESC and covered its land. Whilst investigations were ongoing with ESC as to the possibility of linking in to a central monitoring point, it was agreed that capital investment on new equipment for the current system should be deferred. It was agreed that servicing by STC Solutions should be continued in the interim.

RESOLVED that the maintenance contract with STC Solutions be extended for a further year whilst specifications and costs for upgrading cameras, which would be able to integrate with ESC equipment, could be investigated.

484. DIGITAL COMMUNITY DIRECTORY PROJECT

The Communications Apprentice updated Committee on the status of the Digital Community Directory which had been added to the Council's website this week. A formal launch of the Directory would be scheduled once sufficient content had been published. The Communications Apprentice would be contacting local community groups and organisations to invite them to upload their details. A video tutorial to assist people with publishing community information was being considered.

In response to Members' concerns that the Directory should not become an administrative burden, the Clerk advised that, following outreach with community groups, once the Directory was up and running, registered groups would be able to self-administer and publish details of local events. The system could also flag-up accounts that had not been updated for some time, in order to prompt updating.

RESOLVED that update on the Digital Community Directory be noted.

485. TOWN COUNCIL MAGAZINE

The Town Clerk reported that an increase in price had just been received from the printers increasing the current cost of publication by 34%, which also included an increase in the design element from £6 per page to £8 per page. Members discussed the increase in costs, and the value of the magazine to the local community. Members agreed that, as the magazine was well-received throughout the town, providing non-political and informative content, it was an important resource for residents. Members expressed the need to retain editorial control and the Clerk assured that this would continue, irrespective of whether the design took place in-house or was carried out by an external provider.

Committee discussed reducing the number of issues but agreed that it currently worked well as a quarterly seasonal magazine.

It was RESOLVED that:

- i. The Town Council Magazine should continue to be published on a quarterly basis; and,**
- ii. Committee review again in September for budget setting; and evaluate how well the design and production of the magazine is going also at that time.**

486. HERITAGE WEEKEND

Committee considered the opening of the Town Hall to enable the Felixstowe Society to facilities the building being opened to the public for the Heritage Weekend. Members agreed that a caretaker should be on site for the duration.

RESOLVED that the Town Hall is opened on Sunday 11 September 2022 with the provision of a Caretaker, to enable the Felixstowe Society to facilitate the opening of the building for the Heritage Weekend.

487. ANNUAL GRANTS AND OTHER PAYMENTS

Committee reviewed the accounts for the Felixstowe Volunteer Coast Patrol as requested after their original Annual Grant application (*Minute # 135 iii 2021/22 refers*).

It was RESOLVED that the following Annual Grants and other payments for the year 2022/23 be granted:

i. **£6,750 towards the provision of the 2022 Christmas lights to the Lions Club of Felixstowe**

ii. **Annual Grants:**

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	£9,800

iii. **£1,400 has been budgeted for Art on the Prom, enquiries to be made to confirm that the event will go ahead before releasing the grant.**

iv. **Community Fund Projects:**

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

488. COMMUNITY ENGAGEMENT STRATEGY 2022-23

Committee reviewed the Council's Community Engagement Strategy as presented for the year 2022-23.

RESOLVED that the Community Engagement Strategy as presented be approved and recommended to Council for adoption for 2022-23.

489. CLOSURE

The meeting was closed at 9.23pm. The next meeting was noted as being scheduled for Wednesday 15 June 2022 at 7.30pm.

Date: _____

Chairman: _____