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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 19 January 2022** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to meeting during the public session.

*There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**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**  
**14 January 2022**

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 three minutes 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 21 October 2021 as a true record. **(Pages 3-8)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 13 January 2022 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Occasional Grants Round Two 2021/22**  
To consider Occasional Grants applications submitted in time for the Round Two deadline of 30 November 2021. **(Pages 10-11)**
- 7. The Queen's Platinum Jubilee Weekend**  
To receive an update on the Queen's Platinum Jubilee weekend. **(Page 12)**
- 8. Civic Awards 2022**  
To receive a report on plans for the Civic Awards 2022 **(Page 13)**
- 9. Harwich Ferry Services**  
To receive a report on the Felixstowe-Harwich-Shotley Foot Ferry and note the agreement to continue funding. **(Pages 14-15)**
- 10. Digital Community Directory Project**  
To receive an update on the Digital Community Directory Project. **(Page 16)**
- 11. Mayor's Charity Events**  
To receive an update on the Mayor's Charity events including the Mayor's Ball. **(Page 16)**
- 12. Sustainable Planting**  
To receive an update on the sustainable bedding plants and the Green Canopy for the Queen's Jubilee. **(Pages 17-18)**
- 13. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 February 2021 at 7.30pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 20 October 2021** at **7.30pm**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Sue Faversham (Civic Events Officer)

**IN ATTENDANCE:**

Mr M Sharman, Chairman of the Felixstowe and District Council for Sport and Recreation

**IN ATTENDANCE ONLINE:** 1 Member of the public

**193. PUBLIC QUESTION TIME**

There were none.

**194. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Morris** and **Cllr K Williams**.

**195. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Gallant Cllr S Wiles Cllr M Richardson	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 G Newman	200	Local Non-Pecuniary (as a Tourist Information Ambassador Volunteer)

**196. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 15 September 2021** be signed as a true record.

## **197. FELIXSTOWE AND DISTRICT COUNCIL FOR SPORT AND RECREATION**

Committee welcomed Mr Michael Sharman as Chairman of the Felixstowe and District Council for Sport and Recreation. Mr Sharman gave an overview the work that the Council for Sport and Recreation carries out each year. There is an Inter Town Challenge Trophy alongside multiple awards which are awarded each year. The Council includes over 30 affiliated clubs in Felixstowe, Trimleys, Kirton and Falkenham. The committee consists of 14 members which includes 2 representatives from Felixstowe Town Council.

The Sport and Recreation Council gives grants each year for basic equipment and first aid. It currently has approximately £9,000 restricted funds and this enables interest free loans to be given to clubs.

Committee commended the work that the Council carries out and suggested that website accessibility be explored, to include individual links to the affiliated sports groups and a contact email address. Promotional help could be sourced via the Town Council to promote this via social media and the Town Council Magazine.

**It was RESOLVED that:**

- i. the update from the Felixstowe and District Council for Sport and Recreation be noted; and,**
- ii. Council's Communications Apprentice, Holly Miles contacts Mr Sharman to assist with an article for the Felixstowe and District Council for Sport and Recreation in the town magazine.**

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

The Committee considered a summary and detailed report showing income and expenditure against budget to 13 October 2021.

It was noted that, due to many Council events being cancelled as a result of the pandemic, there could be a net reduction across Committee's expenditure this year. This was anticipated to offset the impact of a reduction in sponsorship and advertising revenue which had also been affected by the pandemic.

Members suggested that a total fund be calculated of unspent funds due to Covid and this be brought to Council for consideration for a project to reinvest for the community. An example of a suitable project could be the enhancement of Langer Park where consideration is currently being undertaken into a project which could include a contemplative space to reflect the town's resilience over the past two years.

**It was RESOLVED that:**

- i. the Budget Report to 13 October 2020 be received and noted as presented with no other action required at this time; and,**

- ii. **the net unspent funds due to Covid are calculated (including the reduction in income) and considered for using towards a community project.**

#### **199. DRAFT BUDGET CONSIDERATIONS 2022-23**

Committee considered first draft proposals for its element of the Council's 2022-23 budget and reviewed the accompanying notes to the budget estimates in the report. The Deputy Town Clerk explained that the budget included reduced estimates for income but maintained appropriate provisions to enable the usual events for 2022-23 to take place, though it was accepted that these could again be affected by the ongoing pandemic.

The CCTV figures had been included for expenditure and income (for the East Suffolk Council part of that) as in previous years. However, the contract is currently due to expire in July 2022 and new equipment and monitoring is currently being explored.

Although £12,301 had been budgeted for floral bedding, if sustainable planting is now used this figure could be reduced.

A correction to the papers was confirmed that as the Landguard Partnership was now becoming a Charity Trust the £5,000 that was allocated in the budget was no longer required to be budgeted for. Although moving forward there would no longer be a partnership fee, Members may see Grant applications from the Landguard Trust in the future.

**It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2022-23 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration with the following amendments:**

- i. **the £5,000 budget for Landguard Partnership be removed (this would not prevent Landguard Trust from applying for grants in the future); and,**
- ii. **the figure for floral bedding and CCTV be adjusted accordingly dependent on further information being brought to Civic & Community Committee in December 2021.**

#### **200. FLORAL BEDDING ARRANGEMENTS FOR 2022/23**

Committee considered plans for more sustainable bedding provided by Mr Paul Tynan, East Suffolk Norse Assistant Grounds Manager. It was agreed that this should be trialled, and information boards erected to inform residents and visitors of the change in planting. Communication can also be made via social media and the magazine to promote using more sustainable plants.

Members considered the blue planters in the Shared Space and recalled that the original design had included trees as a feature of the Shared Space. Silver birch saplings had been planted when the Shared Space opened, but did not

last very long. As part of the Queen's Platinum Jubilee Green Canopy project Committee agreed that a project to plant trees throughout the Shared Space would be a good way to commemorate the Jubilee. The trees would need to be larger than the saplings that were originally planted and as the original containers are rusting, consideration should be made into suitable planters for the trees. The current planters are divided into two parts and so are not best suited to the planting of one central tree. Members were asked to let the Clerk know of any ideas for types of trees that could be planted.

If savings are made in using more sustainable bedding on the seafront and Triangle then this could be used to purchase new planters for the Shared Space.

Members considered the planting plan for the wooden tubs owned by the Town Council and agreed that they required a more central focus with a taller plant. Members agreed that the tubs should be planted with more sustainable plants as suggested by the Grounds team but it was important that they still provided colour.

The Clerk reported that he had just received a response from East Suffolk Norse regarding requirements requested under the New Burdens Funding. This included Portaloos, Portacabins and 20-30 wheelie bins which had originally been anticipated to be received in time for the Summer season. In addition, plants for the library gardens had been requested. The Clerk would liaise with Mr Tynan regarding planting in the library gardens.

**It was RESOLVED that:**

- i. Mr Tynan, East Suffolk Norse Assistant Grounds Manager, be asked to go ahead with the planting as per the plan provided. This will be reviewed regularly to ensure that it is providing enough colour and continues to look tidy;**
- ii. investigation be made into replacing the blue planters in the Shared Space with trees in purpose built containers in honour of the Queen's Platinum Jubilee. Members to send their suggestions to the Town Clerk and further details be brought back to Committee in December;**
- iii. the wooden tubs to be planted with a central taller more sustainable plant and perennial plants with colour be planted. Tubs to be monitored regularly to ensure they continue to look good; and,**
- iv. The Clerk requests the plants as part of the New Burdens funding and liaises with Mr Tynan to plant in the library gardens and investigate contributions for the planters.**

## **201. CHRISTMAS AND OTHER EVENTS**

Committee noted the report on Christmas and other events and were pleased to note that East Suffolk Council had confirmed that parking charges would be

suspended on the relevant car parks for the Remembrance Services. The Clerk was currently working with ESC on some further dates for free car parking around the weekend of 18<sup>th</sup> and 19<sup>th</sup> December, following consultation with the BID.

The Christmas Lights Switch on is currently being coordinated by the Lions Club of Felixstowe and will take place on Saturday 27 November where the Mayor will be 'officially' switching the lights on and all Councillors are welcome to attend.

Committee considered funding to support the BID's Christmas activities weekend including provision of an ice rink. As the Town Council had previously provided a Christmas ice rink in town, Members agreed to offer sponsorship of £3,000 towards this event from the Seasonal Event's budget.

Members received a detailed verbal update on the recent meeting with the Carnival Association, the Felixstowe Branch of the Royal British Legion and the ESC Communities Officer to oversee the delivery of a celebratory weekend of events to mark the Queen's Platinum Jubilee over the bank holiday weekend of the 2 – 5 June 2022. The Suffolk Lieutenancy is also seeking to include the Jubilee events as part of its 'Festival of Suffolk' in 2022.

Committee agreed that with the Jubilee being such a significant national and historic event that the Town Council should underwrite the event to a significant sum that would allow the celebrations to succeed. Funding will also be sought from other sources, such as ECB and Locality Funding. Committee also agreed that the amount of £9,996.08 currently being held in an earmarked reserve from the VE day 75<sup>th</sup> anniversary, that had been cancelled due to covid, should be used towards this event.

Members also felt strongly that this event should be a sustainable and environmentally sound event and should not involve any fireworks, balloons, single use plastic or other non-sustainable activities.

Committee considered an appropriate way to thank the Visit Felixstowe volunteers and agreed to invite them to the Christmas get together at lunchtime on 15<sup>th</sup> December 2021.

The Clerk informed committee that East Suffolk Council Economic Development Team have offered an event consultancy package. This package will advise town councils and local business groups on best practice for event development, feasibility work to assess the types of events that the town could support and what marketing could help to encourage greater footfall into the town centre to support recovery. The consultancy package will include a detailed analysis of the current markets and events in the town – evaluating what is currently being done, as well as the quality of such. Following the analysis, the package will offer a face-to-face masterclass, and ongoing mentoring including help to identify the best person or body in the town to carry forward these new initiatives. The final part of the package is a 'tool kit' of bespoke actions for the town.

**It was RESOLVED that:**

- i. sponsorship of £3,000 be awarded to Felixstowe BID from the Seasonal Event's budget towards their weekend of Christmas Activities to include an ice rink;**
- ii. the £9,996.08 from the VE day 75<sup>th</sup> Anniversary Earmarked Reserve be recommended to Council for using towards the Queen's Platinum Jubilee celebrations;**
- iii. a recommendation be made to Council that the Queen's Platinum Jubilee celebrations co-ordinated by the Felixstowe Carnival be underwritten to the total sum of £30,000. This is to include the VE75 Earmarked Reserve figure and the remaining £20,003.92 be taken from the Community Fund Earmarked Reserve;**
- iv. the Jubilee Carnival Weekend organiser to be advised to ensure the event and associated activities are as sustainable and environmentally sound as possible, with no fireworks, balloons or single use plastic;**
- v. the Visit Felixstowe Volunteers be invited to the Christmas get together at lunchtime on Wednesday, 15<sup>th</sup> December 2021; and,**
- vi. the Clerk should accept the Event Consultancy Package offered by East Suffolk Council.**

## **202. CLOSURE**

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 15 December 2021 at 7.30pm.

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## AGENDA ITEM 5: 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 13 January 2022 is provided below with a detailed report at **Appendix A**.

1 April - 13 January 2022 (2021 - 2022)

### **Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community**

Cost Centre	Receipts					Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent	
301 Civic & Community	6,992.00	3,992.00	3,000	57.09%	35,920.00	25,137.18	10,783	69.98%	
302 Grants				N/A	36,400.00	17,573.00	18,827	48.28%	
303 Felixstowe in Flower	8,250.00	3,087.53	5,162	37.42%	5,900.00	4,309.10	1,591	73.04%	
304 Communication	10,000.00	3,740.83	6,259	37.41%	13,112.00	8,927.00	4,185	68.08%	
305 Community Projects & Partne				N/A	43,301.00	31,155.88	12,145	71.95%	
<b>NET TOTAL</b>	<b>25,242.00</b>	<b>10,820.36</b>	<b>14,421.64</b>	<b>42.87%</b>	<b>134,633.00</b>	<b>87,102.16</b>	<b>47,530.84</b>	<b>64.70%</b>	

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**Committee is requested to consider the budget report to 13 January 2022 and decide any action it deems necessary.**

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## AGENDA ITEM 6: OCCASIONAL GRANTS 2020/21

Committee is to consider the applications received for round two of the Occasional Grant fund 2021/22 from the following organisations:

*(Members have been provided the full application details under separate cover)*

<b>Name of Organisation</b>	<b>Grant Project</b>	<b>Amount Requested</b>	<b>Other Funding applied for (Total project cost)</b>	<b>Previous Grant given by FTC</b>
BID	New content for Visit Felixstowe/BID websites to promote local businesses	£4,000	£10,000 East Suffolk Towns Initiative £10,000 BID funds (£24,000)	£3,000 Nov 2021 for Ice rink
Boost	Bereavement Counselling and Mentoring	£5,000.00	£5,000 (£12,000)	£1,500 May 2018
BSEVC	Later Life Community Engage	£9,455.54	Grants have been applied for county wide but not for Felixstowe (£9,455.54)	£783 Sept 2018
DAS	Continuance of the Crisis Intervention Service	£1,500.00	National Lottery Community Fund £12,979 and other multiple funding organisations (£23,192)	£1500 Dec 2020
FACTS	New Vehicle	£3,000.00	National Lottery £5,000 every 6 months for 2 years (£32,000)	£2,000 Dec 2015 £1,000 Dec 2016 £2,000 Dec 2017 £2,000 Dec 2018 £2,000 May 2019 £2,000 April 2020 £2,000 Jan 2021
Felixstowe Christian Action Against Poverty and Debt	CAP Life Skills course providing computer, mobile phone for course manager, support from CAP UK and consumables for the course	£1,350	(£1350)	
Felixstowe Detachment Army Cadets	Improving communications delivery	£429.00	(£429)	

Felixstowe Hockey Club	Coaching qualifications	£250.00	(£600)	£1,290 Jun 2015 £500 Dec 2017
Felixstowe Museum	Accessible Community Museum Engagement - to purchase conference camera, projector 2 smart phones and other equipment	£2,481	(£2,481)	£2,450 May 2021
Felixstowe Sea Angling Society	Replacement of aging security lighting and CCTV equipment	£700.00	(£1,445)	£200 Dec 2015 £750 June 2016 £1,500 Dec 2018 £1,750 Dec 2019
Langer Road Flood Action Group	Initial set up of group	£1,600	(£1600)	
Lions Club of Felixstowe	New store and workshop for the Christmas Lights	£3,000.00	(£3,000)	Annual Grant of £6,750 £1,500 May 2015
Save the Children Fund	Renovations for Santa and Rudolph's Ride around Felixstowe	£606.71	(£606.71)	2007 £600 2019 £373.82
Total Grant amount requested		<b>£18,800</b>		

The Town Council provided a total of £25,000 for Committee to award to eligible organisations through its Occasional Grants in 2021/22. In the first round of Occasional Grants in June 2021 Council has funded a total of £10,173. Therefore, the total available for Committee to award in this second round of Occasional Grants for 2021/22 is **£14,827**.

Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2021/22 cannot exceed £25,000 without further approval from Council.

**Committee is requested to consider the above Occasional Grant applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.**

## **AGENDA ITEM 7: THE QUEEN'S PLATINUM JUBILEE WEEKEND**

The Felixstowe Carnival Association is overseeing the delivery of a celebratory events to mark the Queen's Platinum Jubilee over the bank holiday weekend 2-5<sup>th</sup> June 2022. This is being co-ordinated in partnership with Felixstowe Town Council, the ESC Communities Officer and the Felixstowe BID.

The event will be underwritten by Felixstowe Town Council up to £30,000, using the VE75 Earmarked Reserve left over from the cancelled VE 75<sup>th</sup> Anniversary celebrations due to covid and the remaining £20,003.92 being authorised from the Community Fund Earmarked Reserve (*Minute # 239 2021/22 refers*). Invoices will be processed by the Town Council for VAT purposed. The net cost is currently estimated to be just under £28,000 but this will be reviewed regularly between the Deputy Town Clerk and the Felixstowe Carnival Association's Treasurer.

Presently, ideas and plans include:

### Thursday 2<sup>nd</sup> June

Procession to the Town Hall for the National Proclamation (1pm)  
Piper and Beacon lighting (8-9.15pm)

### Friday 3<sup>rd</sup> June & Saturday 4<sup>th</sup> June

Weekend of music and celebration, incorporating the Beachside Events Area

### Sunday 5<sup>th</sup> June

Civic Service at St. John's Church  
Community day with a 'Big Lunch' in the town centre and local streets.

Events and activities are being promoted with the Town Council's Magazine, with the community being encouraged to share its plans so that a full programme can be produced.

**Committee is requested to consider the report, and any further update, on the preparations for the Queen's Platinum Jubilee Weekend.**

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## **AGENDA ITEM 8: CIVIC AWARDS 2022**

Prior to the pandemic, the Civic Awards were held in May each year at the end of the Mayoral year as part of the Annual Town Meeting. Due to the pandemic postponing the 2020 event, in October 2021 the Awards were made on the podium during the Women's Tour final, with the 2020 Civic Awards winners also acknowledged.

Committee is asked to consider arrangements for the 2022 Civic Awards. If restrictions permit, the Awards could be returned to the Annual Town Meeting which is due to take place at 7pm on Wednesday 11<sup>th</sup> May. Alternatively, the Jubilee Weekend could be an ideal time to recognise local heroes via the Civic Awards scheme. If the Jubilee weekend is chosen there may be options to hold it on the Thursday as part of the civic celebrations, or on the Friday/Saturday afternoon between via the stage on the Beachside Events area.

**Committee is requested to consider options for the 2022 Civic Awards.**

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## **AGENDA ITEM 9: HARWICH HARBOUR FERRY SERVICES**

The annual Felixstowe-Harwich-Shotley Foot Ferry service partnership meeting was held recently, attended by representatives from Felixstowe Town Council, Suffolk County Council, Essex County Council, Mid-Suffolk and Babergh District Council, East Suffolk Council and Harwich Town Council.

The operator's report outlined several engine issues, firstly due to storm damage, with 25% of the ferry season being lost to July and August breakdowns. The engine has since been rebuilt, with a cost replaced parts worth £3,720 plus the purchase of a rebuilt second engine worth £6,500. The second engine will provide resilience in case of a major breakdown and secure a more reliable service. This decision was made due to the downtime they had in 2021, when two 7-day periods were lost due to engine issues and difficulty sourcing spare parts.

Overall passenger numbers were down compared to 2019 (pre-covid) but managed to start running again in March 2020 with 234 passengers that month.

<b>Month</b>	<b>2021</b>	<b>2019</b>
April	1500	4000
May	2500	Nearly 4000
June	5500	3500
July	4300	6300
August	10000	10000
Sept	3200	4000
Oct	700	1400
<b>Total over 7 months</b>	<b>27,700</b>	<b>33,200</b>

Forecast for 2022:

To further enhance the cross promotion between the Ferry and the Seal watching trips and to improve customer service they are investing in a new online booking system for their Ferry customers. This system enables them to upsell a ferry ticket when customers book a seal trip and vice-versa. It will be optimised for mobile and will help further contactless ticketing. It is also futureproof because it runs via a third-party booking system which will be updated in case of technologic changes. The price for integration on their website, development, printer setup and programming is £6,954.

Marketing: There was more marketing done in 2019 so they are looking to increase that in 2022 with leaflet distribution. In 2021 they spent £5,561 on social media marketing which they will match in 2022. Additionally in 2022 they will increase their print marketing budget from under £1,000 to £3,120 to deliver 80,000 leaflets in Suffolk and Essex from "take one media" via Tourist information centres and straight to accommodation providers in pre wrapped leaflet pouches.

The operator has advised that: In low tide the services has to cut out an hour due to beach landing, so approximately 20 days the last booking has to be cancelled. This is the ferry's next challenge and will be discussed shortly at a meeting with Harwich Haven Authority. The new Landguard Trust are also keen to get a pontoon. The

freeport initiative may provide some funding, and it is hoped to make a case for a pontoon.

The Harwich Harbour Ferry Services would like to move the ferry to be electric to become more environmentally friendly and are testing a hybrid engine currently for the seal watching trips.

The Ferry now employs a team of 10 people.

From January until end of March we have time to take the ferry out of the water for her annual survey and inspection. In this period she will be painted and all dents and cracks will be renewed to ensure a fresh look for 2022. Cost approximately £5000.

The gangway for the beach landing got damaged and need some work £1000.

The combined funding from partners totals £31,500, and without this funding it would not be viable for the ferry to operate in April/May and September/October. The planned 2022/23 Felixstowe Town Council budget contains a contribution to the Felixstowe-Harwich-Shotley Foot Ferry of £1,000 for the year 2022/23. A new agreement has just been received for signature to confirm the £1,000 contribution from Felixstowe Town Council for 2022/23.

**Committee is requested to note the update report on the Harwich Harbour Foot Ferry and confirmed the Town Council's continuation as a member of the partnership.**

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## **AGENDA ITEM 10: DIGITAL COMMUNITY DIRECTORY PROJECT**

The Digital Community Directory Project, which is to provide a directory of community groups and events on the Town Council website, is nearing completion. The Town Council has funded the project, with support from the Felixstowe Peninsula Community Partnership and ESC Enabling Communities Budget.

The local directory has been an aspiration for Felixstowe and surrounding villages, to enable residents to search for community groups and events, via an up-to-date and easily filtered website. As restrictions change and lift, the directory will act as one of the tools supporting the covid-19 recovery.

When launched, the directory will deliver a customised directory of community groups, organisations, clubs and societies, displaying information about local events enabling the public to know what's going on across the Felixstowe area. This will provide users the opportunity to create their own groups and events on the site, as well as providing administrators with the ability to moderate and amend content as necessary. Community groups will be supported to create and maintain their own profile, including details on events and pin their locations to an online map. Members of the public will be able to find groups and filter by activity type.

Subject to final testing, the enhancement to the Felixstowe Town Council website is anticipated to be 'live' in March.

**Committee is requested to note the update report on the Community Directory.**

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## **AGENDA ITEM 11: MAYOR'S CHARITY EVENTS**

The following events have been booked for the Mayor in 2022:

Unfortunately, the Curry Night at Bombay Nite on Monday 17<sup>th</sup> January had to be postponed due to Covid, however, it has now been rearranged within the events programme as below:

Murder Mystery Evening -Thursday 24<sup>th</sup> February 7pm – Alba Chiara £25

The ladybirds Spectacular – Saturday 12<sup>th</sup> March 7:30 (for 8pm) The Orwell Hotel £40 including 2 course meal

Curry Night – Monday 28<sup>th</sup> March 7pm – Bombay Nite, High Street, Walton

Mayor's Charity Ball - *Casino Mayorale* (Bond theme) – Friday 6<sup>th</sup> May 6:30 The Orwell Hotel £45

**Committee is requested to note the update report on the Mayor's charity events.**

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## **AGENDA ITEM 12: SUSTAINABLE PLANTING**

### **Wooden Tubs**

New wooden planters have been purchased for use around the town where the existing ones are disintegrating. Advice has been obtained from a local nursery and the planters will shortly be planted up with contrasted varieties, supplied in 2 or 3 litre pots to ensure they flower the first year.

1. Salvia 'Amethyst Lips' + Penstemon 'Garnet' + Erigeron karvinskianus. All very long flowering, and all keep their leaves most of the year.
2. Convolvulus cneorum + Geranium 'Mavis Simpson' + Verbena 'Lollipop' - Silvery evergreen foliage with lovely white flowers + semi-evergreen pink trailing flowers + very long-flowering upright purple for bees and butterflies.
3. Rosemary Roman Beauty + Origanum vulgare 'Aureum' + Helichrysum 'Icicles' - Herby evergreen mix with contrasted foliage.
4. Abelia 'Kaleidoscope' + Erysimum Bowles Mauve + Nepeta 'Summer Magic'

These plants are not the traditional 'landscaping' choices like tough evergreen shrubs and are expected to provide more colour and movement, to elicit a garden-like feel. This type of planting should be sustainable as, during the summer months, they will be watered as part of the hanging baskets schedule.

Should the plants outgrow the tubs, most of them will be re-usable in other sites and not discarded.

### **Seafront and Triangle flowerbeds**

An update has been obtained from East Suffolk Norse regarding when the Seafront and Triangle flowerbeds will be planted with sustainable plants. It is looking like mid January before the plants will arrive and work can then start on planting up the beds.

### **The Queen's Green Canopy**

The Queen's Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "Plant a Tree for the Jubilee".

Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates are being encouraged to play their part to enhance our environment by planting trees during the planting season between October 2021 to March 2022. Tree planting will commence again in October 2022, through to the end of the Jubilee year.

With a focus on planting sustainably, the QGC are encourage planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations. As well as inviting the planting of new trees, The Queen's Green

Canopy will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

Felixstowe Town Council has ordered 105 trees from the 'Wild harvest' tree pack as advised by the Friends of the Grove.

The wild harvest pack contains a mixture of Elder, Rowan, Hazel, Blackthorn, Crab apple and Dog rose trees. The estimated full grown heights are as follows:

Elder: 10m+, Rowan: 8-15m, Hazel: +10m, Blackthorn: 6-7m, Crab apple: 7-9m and Dog rose: 1.5m.

The trees are cell-grown saplings, ranging from approximately 15cm-60cm in height. Cell grown trees can be planted all year round in most situations as long as they are given the correct care. When they arrive in early spring due to the time of year they may not look very perky upon arrival, but once planted they should pick up quickly.

Every sapling provided is UK and Ireland sourced and grown to minimise the risk of importing and spreading tree pests and diseases. Seeds are collected and stored in the UK and Ireland, and they are all coded and batched so that each individual tree can be tracked. All packs come with bamboo canes and 60cm spiral guards which protect the young trees from rabbits and other small mammals.

A 'tree-planting' programme is being coordinated with local community groups to come together on a specific day in March to plant trees across the community.

**Committee is requested to note the update report on Sustainable planting.**

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