

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 Aitchison
Cllr S Gallant
Cllr S Harkin

Cllr D Savage (Vice Chairman)
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 12 April 2023** 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://felixstowe.gov.uk/wp-content/uploads/2022/02/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
5 April 2023

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 15 February 2023 as a true record. **(Pages 4-8)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 31 March 2023 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Felixstowe in Flower**
To receive an update on Felixstowe in Flower **(Page 10 & Appendix B)**
- 7. Annual Town Meeting/Civic Awards and the Annual Council Meeting**
To note arrangements for the Annual Town Meeting and the Council's Civic Awards scheme. **(Page 11)**
- 8. Suffolk Day 2023**
To consider arrangements for Suffolk Day on Wednesday 21 June 2023. **(Page 11)**
- 9. CCTV Update**
To note an update on CCTV and consider any action it deems necessary. **(Page 12 & Appendix C)**
- 10. Wicker Family**
To consider a report on the location of the Wicker family. **(Page 13)**
- 11. Coronation of King Charles III**
To consider small grants for local street parties to mark the Coronation of King Charles III. **(Page 14 & Appendix D)**
- 12. Annual Grants and Other Payments**
To note and authorise the payment of annual grants and other annual payments included in the budget for 2023/24. **(Page 15 & Appendix E)**
- 13. Community Engagement Strategy 2023-24**
To review the Council's Community Engagement Strategy for 2023-24. **(Page 16 & Appendix F)**

14. Cycling Infrastructure

To note a verbal report on the Cycling Infrastructure progress. (***Verbal Report***)

15. Love Felixstowe

To note a verbal report on a 2023 'Love Felixstowe' campaign. (***Verbal Report***)

16. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 14 June 2023 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 15 February 2023** at **7.30pm**

PRESENT: Cllr S Wiles (Chairman)
Cllr D Savage (Vice Chairman)
Cllr D Aitchison
Cllr S Harkin (from item 395)
Cllr M Richardson

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)

IN ATTENDANCE: One member of the public (via Zoom)

390. PUBLIC QUESTION TIME

There were none.

391. APOLOGIES FOR ABSENCE

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

Apologies for lateness were received from **Cllr S Harkin**.

392. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)

393. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee** meeting held on **14 December 2022** be signed as a true record.

394. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 January 2023.

RESOLVED that the **Budget Report to 31 January 2023** be received and noted as presented with no other action required at this time.

395. ANNUAL TOWN MEETING AND CIVIC AWARDS 2023

Committee considered venues for the forthcoming Annual Town Meeting and Civic Awards evening on Wednesday 10th May at 7pm. Members agreed that the Orwell Hotel, where the event was held the previous year, felt a better suited, more prestigious venue for the award ceremony.

Cllr S Harkin joined the meeting at 19.43.

The Deputy Town Clerk reminded members that nominations for the Civic Awards were sought by 31 March 2023 and not many had been received so far. Members enquired as to whether a Councillor was able to nominate candidates, it was believed that this had been done in the past but not in recent years. The Deputy Town Clerk would seek clarification and advise all Members via email subsequent to the meeting.

Members discussed whether the Civic Awards should be considered as a biennial event. The Deputy Town Clerk reminded Members of the difficulties of attracting public to attend the Annual Town Meeting when the Civic Awards were held on a separate evening. It was agreed that this should be discussed in the new municipal year.

It was agreed that local schools, Level Two and cadet groups should be contacted to encourage more nominees for the HMS Ganges Youth Trophy Award.

It was RESOLVED that:

- i. the report on the Annual Town Meeting and Civic Awards 2023 be noted; and,**
- ii. The Orwell Hotel be booked as a venue for the Annual Town Meeting and Civic Awards evening on Wednesday 10th May at 7pm.**

396. EAST SUFFOLK AWARDS 2023

Members considered the report on the East Suffolk Awards 2023 and noted that Felixstowe had been shortlisted as a finalist for Community of the Year.

There was at least one additional place available ceremony at the awards ceremony and members agreed that the Deputy Town Clerk should take this place and join the Mayor, Deputy Mayor and Town Clerk at the event on 28th February.

It was RESOLVED that:

- i. the nomination for Felixstowe as Community of the year in the East Suffolk Awards 2023 be noted; and,**
- ii. the four representatives to attend be the Mayor, Deputy Mayor, Town Clerk and Deputy Town Clerk.**

397. FELIXSTOWE IN FLOWER 2023

Members received the report on Felixstowe in Flower arrangements for 2023 and noted that the date for the launch was being planned for Saturday 3rd June at the Triangle. It was agreed that the Orwell Hotel should be used for the Award Ceremony which is planned to take place on Friday 22nd September.

Members recorded a vote of thanks to the Felixstowe Ferry Golf Club for their support in providing water.

Committee expressed some disappointment with the sustainable bedding along the seafront. The Deputy Town Clerk confirmed that the Town Council no longer contributes to the sustainable bedding but agreed to contact Norse to seek reassurance that the planting will be of an appropriate standard for the forthcoming season.

Members discussed the number of awards given and length of time that the award ceremony takes. It was agreed that the 'Highly Commended' certificates for schools should be awarded at school instead of at the ceremony. It was also suggested that there be just one group photograph taken at the end, with the opportunity for each winner to have their own photo taken with the Mayor either during or at the end of the ceremony.

Cllr D Savage had sponsored the Most Unusual Container competition for many years, however this category would not be continuing from this year. It was suggested that it be replaced with a Creative Arrangement category so that shop windows and other flower based, but potentially non-horticultural entries could be made. It was agreed that a more streamlined list of competitions be presented to the next Civic & Community Committee.

It was RESOLVED that:

- i. the Felixstowe Ferry Golf Club be thanked for their support in supplying water for Felixstowe in Flower;**
- ii. the dates of the Felixstowe in Flower Launch and Awards Ceremony be noted;**
- iii. the Deputy Town Clerk contacts Norse to ask for their plans for the sustainable bedding on the seafront;**
- iv. a more streamlined Award Ceremony be planned with the competition entries re-considered and a report be given to the next Civic & Community Committee on 12 April 2023;**
- v. the 'Most Unusual Container' competition be replaced with a 'Creative Arrangement' category to enable shop windows and other flower based but non-horticultural entries to enter; and,**
- vi. A 'Coronation' theme be added to this year's competition categories.**

398. CORONATION OF KING CHARLES III

Members received the report detailing plans received so far for the Coronation of King Charles III over the weekend of 6 May 2023.

The Deputy Town Clerk confirmed that there was £8,009.62 left in the Earmarked Reserve from the Queen's Platinum Jubilee. Members agreed that this fund should now be used for the celebrations marking the Coronation of King Charles III.

Committee agreed that bunting should be purchased to dress the Town Hall and when further details of the 'Lighting up the Nation' moment are released it be considered whether the Town Hall could be lit up or another prominent building in Felixstowe.

Committee would like to encourage the community to take part in this year's 'Big Lunch' and would be happy to use the Earmarked Reserve for this purpose. An article will be included in the Spring Magazine asking people to let us know what they are planning so that these funds can be used.

Members requested that a meeting is facilitated with Felixstowe BID, the Lions and Wool Baa to let them know that this money is available to help with any celebrations they may be planning, i.e. Big Lunch or large screen to view the Coronation.

It was RESOLVED that:

- i. the report on the Coronation of King Charles III be noted; and,**
- ii. a 'call out' article is placed in the Town Council Spring Magazine asking people to let us know how they are planning to mark the Coronation of King Charles III and that funds may be available to help;**
- iii. a meeting is facilitated with Felixstowe BID, the Lions, Wool Baa and any other interested party to let them know that there is money available to help with any celebrations that they are planning;**
- iv. the Earmarked Reserve, currently standing at £8,009.62 used for the Queen's Platinum Jubilee is now renamed and used to fund the marking of the Coronation of King Charles III; and,**
- v. the Town Hall is dressed for the weekend with bunting and/or consideration is made to lighting it up as part of the 'Lighting up the Nation' moment on Sunday 7 May 2023.**

399. COMMEMORATIVE WALL

Committee considered the report on the Commemorative wall and the concept design document which showed details of the project and proposed location.

Members agreed that it was a very interesting concept and would like East Suffolk Council to come to the next Civic & Community meeting with further information and proposed costs.

Members liked the design of the memorial in that it was low and not blocking the view. However, there were concerns over whether there would be a demand for the 500 commemorative plaques, bearing in mind problems FTC have had with finding interested parties to purchase the leaf plaques on the Memorial Tree at Felixstowe Cemetery. There was a discussion about the area chosen and the general consensus was that the area isn't used for much but possibly contemplation as people do sit there, and members questioned whether it was the right place for it.

It was RESOLVED that:

- i. The report and concept design document on a Commemorative Wall be noted; and**
- ii. East Suffolk Council be invited to attend the next Civic & Community meeting to give Committee further information and costings of the project.**

400. HARWICH HARBOUR FERRY AGREEMENT FOR 2023

Members received the Harwich Harbour Ferry Partnership agreement.

RESOLVED that Harwich Harbour Ferry Agreement for 2023 be noted.

401. OCCASIONAL GRANTS POLICY

Committee reviewed the Council's Occasional Grants Policy.

RESOLVED that the Occasional Grants Policy for 2023/24 be recommended to Council for adoption as presented with no changes.

402. PRESS & MEDIA POLICY

Committee reviewed the Council's Press & Media Policy.

RESOLVED that the Press & Media Policy for 2023/24 be recommended to Council for adoption as presented with no changes.

403. CLOSURE

The meeting was closed at 8.41pm. The next meeting was noted as being scheduled for Wednesday 12 April 2023 at 7.30pm.

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 provisional year-end position to 31 March 2023 is provided below with a detailed report at **Appendix A**. This may not be the final year end position due to final year-end adjustments, such as accruals, which are still to be made.

1 April - 31 March 2023 (2022 - 2023)

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	3,992.00	4,191.00	-199	104.98%	32,430.00	28,490.73	3,939	87.85%
302 Grants				N/A	86,200.00	34,774.08	51,426	40.34%
303 Felixstowe in Flower	8,250.00	3,437.57	4,812	41.67%	5,900.00	3,733.08	2,167	63.27%
304 Communication	10,000.00	3,986.44	6,014	39.86%	13,200.00	19,612.00	-6,412	148.58%
305 Community Projects & Partne				N/A	16,000.00	14,773.71	1,226	92.34%
NET TOTAL	22,242.00	11,615.01	10,626.99	52.22%	153,730.00	101,383.60	52,346.40	65.95%

Created by  **Scribe**

Committee is requested to consider the budget report to 31 March 2023 and decide any action it deems necessary.

AGENDA ITEM 6: FELIXSTOWE IN FLOWER

Felixstowe in Flower is in its 38th year and this year's launch is planned to take place at the Triangle on Saturday 3rd June 2023 at 10am. Local organisations will be invited to take up a stall and participate in the launch event.

Following the elections in May, returning and elected Councillors will be invited to participate in a friendly competition for the best flowerpot with a Coronation theme. The Coronation will also be an added theme to the main Felixstowe in Flower competition – similar to last year's 'Jubilee' theme.

At the last meeting it was agreed that the 'Highly Commended' certificates for schools should be awarded at school instead of at the ceremony. It was also agreed that there be just one group photograph taken at the end, with the opportunity for each winner to have their own photo taken with the Mayor either during or at the end of the ceremony.

The Most Unusual Container competition will be replaced with a Creative Arrangement category so that shop windows and other flower based, but potentially non-horticultural entries could be made. As agreed, a more streamlined list of competitions has been created and this was promoted in the Spring magazine, see **Appendix B**.

The Award Ceremony is planned to take place on the evening of Friday 22nd September at the Orwell Hotel.

Further to an enquiry at the last meeting regarding Sustainable bedding, the Deputy Town Clerk has enquired with East Suffolk Norse, and they have replied to say that the Sustainable planting wasn't planted up until April 2022 so the plants took a while to establish but once they got going it looked colourful and the Gardeners got good feedback from the public later in the season how nice it looked, as most of the plants are herbaceous plants they will come up again this year. The situation will be monitored throughout the Summer months.

Committee is requested to consider the update report on Felixstowe in Flower.

AGENDA ITEM 7: ANNUAL TOWN MEETING/CIVIC AWARDS AND THE ANNUAL COUNCIL MEETING

The Annual Town Meeting is to be held at the Orwell Hotel on Wednesday 10th May 2023 at 7pm. During the Annual Town Meeting the Mayor will give their annual report, present cheques announcing the fundraising total for her charities and present the Civic Awards. Community groups and grant recipients have been invited to attend and provide a report. Following the public session, attendees will be provided with refreshments and an opportunity to view the community groups' stalls.

A good number of nominations have been received for the Civic Awards and the panel will convene shortly to review the nominations.

The Council's Annual Meeting will be held the following Wednesday 17th May at 7pm, at the Town Hall.

Committee is requested to note the information on the Annual Town Meeting/Civic Awards Ceremony and the Annual Council Meeting and decide any actions it deems necessary.

AGENDA ITEM 8: SUFFOLK DAY 2023

Since its inception in 2016, Council has participated in Suffolk Day on 21st June by the raising of the St. Edmunds flag, and in the years prior to 2020, Councillors have served tea and cake outside the Town Hall to members of the public. This provision has been made possible by Councillors giving up their own time, supplying cakes and helping on the day.

Members are asked to consider the Council's involvement in Suffolk Day this year which falls on a Wednesday.

Committee is requested to consider Council's participation in Suffolk Day on 21 June 2023.

AGENDA ITEM 9: CCTV UPDATE

At the meeting this time last year in April 2022, the Civic & Community Committee agreed that partnership working with East Suffolk Council seemed worthwhile as many of the cameras in Felixstowe were owned by ESC and covered its land. Whilst investigations are ongoing with ESC into 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 and that servicing by STC Solutions should be continued in the interim (*minute #483 2021/22 refers*).

East Suffolk Council is currently in the process of reviewing the CCTV service as part of the LATCo and have obtained a quote to give an idea of the cost of cameras, instalment and servicing. A copy of this quote and one from our current contractor will be available at the meeting. Communication with ESC is ongoing and the new Community Services Operations Manager for East Suffolk Services Ltd (ESSL) will be able to advise on CCTV in Felixstowe and whether the quote is for the right equipment in the right locations. This will involve carrying out Data Impact Assessments to evaluate why each cameras is required in each position. If all goes well the CCTV can have 24 hour monitoring in Lowestoft.

Once further information is in hand, a meeting of the CCTV Working Group will be set up to discuss further.

Committee is to receive the CCTV Maintenance Report from STC Solutions detailing the service visits and call outs undertaken since October 2022 shown at **Appendix C**.

The Police have been advertising for more volunteers to be trained to monitor the equipment at Felixstowe, there are currently three volunteers trained and an advert is posted on their intranet for further volunteers.

Committee is requested to receive the CCTV Maintenance Report, note the update on CCTV and consider any action it deems necessary.

AGENDA ITEM 10: WICKER FAMILY

The 'Wickers', Felixstowe's much-loved willow family, have been a familiar feature in Felixstowe's Seafront Gardens ever since they were formally reopened by East Suffolk Council in 2015. Originally funded as part of a Heritage Lottery grant to refurbish the Gardens, the Wicker family were a surprise hit, loved by those local to Felixstowe and delighting visitors to the town equally. Willow structures naturally degrade over time, so – being biodegradable and situated outside year-round – the original sculptures did well to last five years, and in March 2020 Felixstowe Town Council recommissioned the creator to bring the family back. This resulted in a growing family comprising three standing sculptures, with baby "Hope", named by Felixstowe residents.

In October last year, having been damaged due to several mindless acts of vandalism, the Wickers were relocated to Felixstowe Museum for Winter respite. The Wickers can still be seen alongside the other attractions in 2022's recently announced "Small Museum of the Year" during opening hours, before their planned return to their usual seafront position for the Summer season.

The artist, however, is not keen to have them returned to the Seafront Gardens unless the security is enhanced. Currently there is a camera there but it failed to provide evidence-quality images, particularly at night. The most recent vandalism was caught on camera and the Police wanted to release the video to the public but the image quality was too poor.

A quote has been obtained from the current contractor STC Solutions to provide a simple static camera, underneath the existing dome which would permanently look at the Wicker family. They would be able to use the existing wireless links so the total price would be £1,645 plus VAT including fitting and commissioning. The contractor has also offered to lend a camera in the first instance, either the Vista VK2 bullet camera or the Hikvision bullet camera which both have powerful LED lights. The Contractor would be happy to install it so the Police could review the night time images and then East Suffolk Council or Felixstowe Town Council could decide whether to keep it or not.

Committee is requested to consider the report on the Wicker family and decide upon any action it deems necessary

AGENDA ITEM 11: CORONATION OF KING CHARLES III

The Coronation of King Charles III will take place at Westminster Abbey on Saturday 6th May 2023, conducted by the Archbishop of Canterbury:

<https://www.royal.uk/coronation-his-majesty-king>

The Coronation of The King and The Queen Consort will be marked with events across the country and a concert at Windsor Castle. Their Majesties want to encourage people to spend the Coronation Weekend celebrating with friends, families and their communities.

As agreed at the last meeting a 'call out' article was placed in the Spring Magazine and has been promoted on social media encouraging local communities and streets to take part and informing them of the availability of small grants from the re-named Coronation of King Charles III Earmarked Reserve, the surplus left from the Queen's Platinum Jubilee of £8,009.62.

Discussions took place with Felixstowe BID and the Lions regarding a possible Big Lunch in Hamilton Road but this is not likely to be able to go ahead. The BID would be very interested in putting up bunting along the High Street, enquiries have been made with Suffolk County Council Licensing and Highways who have confirmed that further to a decision taken last year for the Queens Jubilee they will allow simple and lightweight bunting to be hung across the highway (from property or street lighting columns) with no testing required, or fee payable as it is for a civic event, this had been confirmed to be the same for the upcoming King's coronation. A licence application is still required to confirm where they will go, who will be putting them up and how long it will be in place. The form is simple and can be quickly granted (the normal 10 weeks is for structural testing purposes only).

With this in mind further investigations are being made with BID and a contractor to erect the bunting to calculate the area that the bunting will be required to cover, quantity and type of bunting to be purchased. It is hoped that these costs can be brought to committee, two suppliers have confirmed that they should be able to fulfil the order in time if a decision is made to purchase.

Confirmation has been received from Felixstowe Carnival that they will not be erecting their usual bunting this year due to the costs involved in obtaining the licence and the lamppost testing.

A good response has been received from Community groups and a summary of their requests can be found at **Appendix D**.

A criteria for purchasing the bunting will be to ensure it is as environmentally friendly as possible, locally sourced and complying with our single use plastic policy. Similar to the yellow and blue bunting, the same UK manufacturer does a Union Jack high quality triangular waterproof bunting produced from ethically sourced materials ranging from £15.19 for 200 x 10m lengths to £43.82 for 5 x 10m lengths, 200mm X 300mm triangular pennants, 24 pennants per length. Their printers are one of the very few printers that can boast a net zero carbon footprint and everything is manufactured in South East England. An alternative supplier who manufactures in

the UK does a material Union Jack flag at a cost of £17.99 per 10 m or pvc Red, White and Blue triangles at £13.56 per 10 m. Investigations are being made into getting the price down but keeping the environment in mind with it being manufactured in the UK, one supplier will do a fabric rectangular Union Jack bunting for £4.49 per 10m however it is manufactured abroad.

Members are requested to consider whether bunting should be purchased on behalf of each group or a small grant should be given to each of the community groups with confirmation of what it should be spent on. Currently a grant application form has not been sent out but a simple grant application could be created in order for them to confirm the grant payment.

Committee is requested to consider applications for small grants towards marking the Coronation of King Charles III in May 2023.

AGENDA ITEM 12: ANNUAL GRANTS AND OTHER PAYMENTS

In accordance with Committee's budget recommendations (*Minute #215 of 5 October 2022*), at its meeting of 11 January 2023 Council approved provisions for Annual Grants totalling £13,700 and other annual payments for 2022/23 (*Minute #359 of 2022/23 refers*). The receiving organisations were to be as follows:

As Annual Grants:

Art on the Prom	£2,000
Citizen's Advice	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£3,000
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc.	£200
Salzwedel Twinning Association	£200
Total	£13,700

As Partnership Projects:

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£11,000

The Lions Club of Felixstowe have provided a report on Christmas lights 2022, which can be seen at **Appendix E**. A grant of £6,750 towards the provision of the 2023

Christmas lights to the Lions Club of Felixstowe has also been allowed for in the budget for 2023/24.

Committee is requested to note the above and approve the payment of Annual Grants and other annual payments for 2023/24.

AGENDA ITEM 13: COMMUNITY ENGAGEMENT STRATEGY **2023-24**

Committee is to review its Community Engagement Strategy annually. The current Strategy is presented at **Appendix F** for review and onward recommendation to Council.

Committee is requested to review the Community Engagement Strategy 2023-24 for onward referral to Council.
