

**MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 9 April 2025 at 7.30pm**

**PRESENT:** Cllr M Sharman (Chairman)  
Cllr C Franklin (Vice Chairman)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bennett  
Cllr J Candy  
Cllr M Morris

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Faversham (Civic Events Officer)  
Ms H Miles (Communications Officer)

**N ATTENDANCE:**  
Mr R Ashford, Ms J Edwards, Ms T Richer (Felixstowe BID)  
Mr B Osborne, Ms A Stallard (Art of Noise)

**491. PUBLIC QUESTION TIME**

None.

**492. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr A Folley** and **Cllr S Harkin**.

**493. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr J Candy	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of East Suffolk Council)
Cllr S Bennett	All	Disclosable Pecuniary Interest and Other registerable interest (as Member of Suffolk County Council)
Cllr M Sharman	#499	Other registerable interest (Landguard Fort and Felixstowe Council for Sport and Recreation Trustee)
Cllr D Aitchison	#499	Other registerable interest (Level Two Trustee)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

#### **494. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 12 February 2025 be confirmed as a true record.**

#### **495. FELIXSTOWE BID UPDATE**

The Chairman welcomed representatives from the Felixstowe Business Improvement District (BID) and invited them to address the Committee.

The Committee received a detailed presentation on recent changes to the BID's structure and forthcoming plans for the BID area. Janine Edwards, Richard Ashford, and Tracy Richer outlined the revised management arrangements and introduced members to a new delivery model aimed at improving engagement, accountability, and the visibility of the BID's work. It was noted that the BID Board now included volunteers bringing a range of expertise, including retail, hospitality, and marketing.

The BID team highlighted current efforts to enhance communication with levy payers and demonstrate clearer value for their contributions, which are based on a proportion of business rateable value—typically around £300 per year for an average business. The BID's focus would be on supporting the long-term success and visibility of Felixstowe's businesses, with an emphasis on increasing footfall through more creative events and marketing initiatives.

The BID area was also discussed, with the team noting some inconsistencies in its current boundaries. In response to this, work was being undertaken to ensure that more businesses—whether inside or outside the formal BID boundary—felt included and could participate in future initiatives.

Plans for a rebranded summer event, now titled the Felixstowe Loves Festival, scheduled for August 2025, were introduced. This would be a continuation of the former Love Felixstowe Festival, with an expanded creative programme. The BID has partnered with Ben Osborne and Alice Stallard, experienced arts and events professionals Art of Noise, who would be coordinating festival content on behalf of the BID.

Mr Osborne shared details of his background delivering successful events such as Latitude and First Light, and outlined the vision for bringing elements of the London music scene and emerging talent to Felixstowe.

In keeping with their commitment to sustainable, creative programming, Mr Osborne and Ms Stallard described plans for a town-wide projection trail as part of the Felixstowe Loves Festival. This would link the town centre and seafront, with the aim of encouraging movement across the BID area and engaging both visitors and residents. Complementary events were also being explored to extend the reach of Art on the Prom south of the pier. Further ambitions included a Christmas event and the potential development of a town market.

Members raised questions around community engagement, accessibility, and connectivity. The importance of signposting the route between the seafront and

the town centre was noted, with some discussion as to whether Community Infrastructure Levy (CIL) funding might support improved signage.

The Committee welcomed the BID's inclusive approach and efforts to ensure a broad range of businesses and organisations were encouraged to take part in planned activities.

The Chairman thanked the BID representatives for their informative presentation and for their continued work in supporting the town's business community.

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

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

The Town Clerk presented a report showing income and expenditure to 31 March 2025. Members noted that, as year-end adjustments had not yet been finalised, some figures may be subject to change.

**RESOLVED that the Budget Report to 31 March 2025 be received and noted as presented with no other action required at this time**

#### **497. ANNUAL TOWN MEETING AND CIVIC AWARDS 2025**

The Civic Events Officer gave an update on arrangements for the Annual Town Meeting and Civic Awards, scheduled to take place at Felixstowe School at 7pm on Wednesday 14 May 2025.

It was confirmed that recipients of the Civic Awards had been notified and invited to attend the presentation evening, which would be followed by light refreshments.

Members considered the ongoing relevance of the "HMS Ganges Youth Trophy" and discussed the potential to rename it to make the award more inclusive and recognisable for today's young people. While the historic link with HMS Ganges was acknowledged, it was felt that more emphasis on the youth element when promoting the award could encourage more nominations and better reflect its purpose.

**It was RESOLVED that the report on the Annual Town Meeting and Civic Awards 2025 be noted; and, the Civic Events Officer and Communications Officer review the promotion of the HMS Ganges Youth Trophy award to reflect its inclusivity for all young people aged 21 or under.**

#### **498. FELIXSTOWE IN FLOWER 40<sup>TH</sup> ANNIVERSARY**

Committee considered a report outlining plans to commemorate the 40<sup>th</sup> Anniversary of Felixstowe in Flower. Members noted that the launch had been scheduled to take place at the Felixstowe Triangle on Saturday 7 June.

The Civic Events Officer provided an overview of the programme, which included active engagement with local primary schools. As part of this initiative, the Mayor

of Felixstowe and members of the Council's Grounds Team would be visiting school assemblies in May to distribute packages comprising seeds, wooden planters, canes, and compost. This formed part of the Council's ongoing commitment to promote horticultural activity and civic pride among younger residents.

Members were also encouraged to take part in the Councillors' Flowerpot Competition, continuing a popular tradition of visible community involvement.

Committee discussed potential venues for the Felixstowe in Flower Awards Ceremony. The Sea You Café was proposed as a family-friendly location, with its proximity to the play area viewed as a benefit for younger attendees. The Town Hall remained a possible alternative, offering a more formal setting. Given the expected attendance, Members considered whether a divided ceremony format could be adopted to address any capacity concerns.

It was suggested that, in future years, individual streets across Felixstowe might be invited to participate in a flowerpot competition, further broadening community involvement in the initiative.

**It was RESOLVED that the report on the 40th Anniversary of Felixstowe in Flower be noted; and, the Civic Events Officer would consult with local schools to ascertain their preference for a single or split-format Awards Ceremony.**

#### **499. ANNUAL GRANTS AND OTHER PAYMENTS**

Committee noted a report from the Lions Club of Felixstowe, and that the following had been allocated funds from the budget agreed at the Ordinary Council meeting of 8 January 2025 (*Minutes #174 & #351 of 2024/25 refer*).

It was noted that the format of the Art on the Prom event was under review, with increasing costs and a move towards professional management. While Members supported the continuation of funding in principle, it was agreed that the grant should be subject to conditions to ensure community benefit and support for emerging local artists.

**It was RESOLVED that payment of the following Annual Grants and other payments for the year 2025/26 be approved:**

**i. £8,000 towards the provision of the 2025 Christmas lights to the Lions Club of Felixstowe**

**ii. Annual Grants**

<b>Art on the Prom</b>	<b>£3,000</b>
<b>Citizen's Advice</b>	<b>£3,000</b>
<b>FACTS</b>	<b>£2,500</b>
<b>Fairtrade Forum</b>	<b>£42</b>
<b>Felixstowe Book Festival</b>	<b>£2,000</b>
<b>Felixstowe Carnival</b>	<b>£5,000</b>

<b>Felixstowe Council for Sport and Recreation</b>	<b>£300</b>
<b>Felixstowe Coast Patrol</b>	<b>£2,000</b>
<b>Landguard Fort</b>	<b>£1,000</b>
<b>Royal British Legion</b>	<b>£250</b>
<b>Salzwedel Twinning Association</b>	<b>£200</b>
<b>WAMFest</b>	<b>£2,500</b>
<b>Wesel Twinning Assoc.</b>	<b>£200</b>
<b>Total</b>	<b>£21,992</b>

**iii. As Partnership Projects:**

<b>Level Two</b>	<b>£10,000</b>
<b>Harwich Harbour Ferry Services Partnership</b>	<b>£1,000</b>
<b>Total</b>	<b>£11,000</b>

## **500. CCTV UPDATE**

The Committee received an update from the CCTV Working Group and noted the contents of the report.

Despite the withdrawal of funding by East Suffolk Council, the Committee agreed that it remained essential for Felixstowe Town Council to continue its own maintenance arrangements in order to support public safety for both residents and visitors. It was noted that the Town Council's maintenance contract, which covers nine cameras, would be renewed on a quarterly basis until further notice.

The Chairman, together with the Chairman of the CCTV Working Group, would write to East Suffolk Council and Suffolk Constabulary to formally express the Town Council's commitment to supporting local CCTV infrastructure and to highlight its continued investment in this area.

**It was RESOLVED that the CCTV update report be noted; that the maintenance contract for the Council's nine cameras be renewed on a quarterly basis until further notice; and, that a letter be sent to East Suffolk Council and Suffolk Constabulary to affirm the Council's support for local CCTV provision.**

## **501. VE80 EVENTS IN FELIXSTOWE**

The Civic Events Officer provided an update on events being planned to commemorate the 80<sup>th</sup> Anniversary of Victory in Europe Day.

A short wreath-laying ceremony would be held at the War Memorial at 11.00am on Thursday 8 May, with support from the Royal British Legion and the Mayor in attendance.

In the evening, the Mayor would lead a torchlight procession, in partnership with Felixstowe Remembers, with 112 torches to symbolise each of the Felixstowe fallen during the Second World War

**It was RESOLVED that the report on the VE80 Events be noted.**

## **502. CHARITY AND VOLUNTARY GROUPS SUMMIT**

The Town Clerk reported on the success of the first Charity and Community Groups Summit held on 20 February 2025. Over 50 organisations had taken part, providing feedback and networking opportunities. Members expressed support for the Summit becoming a regular fixture and discussed the merits of also hosting a Volunteering Fair, possibly at Felixstowe Leisure Centre, aimed at connecting volunteers with local community groups and charities.

It was also reported that a further outcome of the event was that the Chair of the Landguard Trust was exploring options for developing a central online hub for Felixstowe's community groups and charities, and that seed funding from the Town Council might be requested to support this initiative.

**It was RESOLVED that the report be noted and that the Committee supports the further development of a Volunteering Fair and online hub, subject to available funding.**

## **503. MEDIA POLICY UPDATE**

The Committee received a report on the Town Council's Press and Media Policy, including options to enhance digital engagement.

Following the earlier suspension of the Council's account on X (formerly Twitter), the Communications Officer presented options for trialling alternative platforms such as Bluesky, TikTok, and Instagram.

**It was RESOLVED that the Town Council would trial the use of Bluesky and Instagram; and, an update of the associated impact would be provided at a future Civic and Community Committee meeting.**

## **504. COMMUNITY ENGAGEMENT STRATEGY**

Committee reviewed the Council's Community Engagement Strategy, as presented, for the year 2025/26.

**RESOLVED that the Community Engagement Strategy be recommended to Council for adoption for 2025/26.**

## **505. CLOSURE**

The meeting was closed at 9.38pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 June 2025 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_