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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 M Sharman (Chairman)
Cllr C Franklin (Vice Chairman)
Cllr D Aitchison
Cllr N Barber
Cllr S Bennett

Cllr J Candy
Cllr A Folley
Cllr S Harkin

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 8 April 2026** 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 the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following 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
1 April 2026

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, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of Civic & Community Committee meeting held on 12 February 2025 as a true record. **(Pages 4-7)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 31 March 2026 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Annual Town Meeting and Civic Awards 2026**
To receive an update on this year's Annual Town Meeting and Civic Awards. **(Page 9)**
- 7. Felixstowe in Flower 2026**
To receive an update on Felixstowe in Flower. **(Page 10)**
- 8. Annual Grants and Other Payments**
To note and authorise the payment of annual grants and other annual payments included in the budget for 2026/27. **(Page 11)**
- 9. Mayor's Cadet Policy**
To review the Mayor's Cadet Policy **(Page 12 & Appendix B)**
- 10. VE Day 2026**
To note arrangements for the VE Day 2026 event **(Page 13)**
- 11. Felixstowe BID Update**
To note the Felixstowe BID ballot outcome. **(Pages 13-14)**
- 12. Community Engagement Strategy 2026-27**
To review the Council's Community Engagement Strategy for 2026-27. **(Page 14 & Appendix C)**
- 13. UK Town of Culture 2028**
To note the submission of the Town of Culture Expression of Interest. **(Page 15-16 & Appendix D)**

14. CCTV Update

To receive a report on the Felixstowe CCTV project.

(Pages 17-19)

15. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 10 June 2026 at 7.30pm.

Cllr J Candy	#386	Other registerable interest (as a Trustee to Landguard Trust)
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Members were reminded that should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

384. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 17 December 2025 be confirmed as a true record.

385. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 6 February 2026.

It was RESOLVED that the Budget Report to 6 February 2026 be received and noted with no further action required at this time.

386. OCCASIONAL GRANTS 2025/26 ROUND 3

Committee considered completed applications for funding received prior to the 31 January 2026 deadline for the third round of Occasional Grants. The total of grant funding requested in this second round being £34,354.86.

Those Councillors having declared Other Registerable Interests at Minute #383 above, absented themselves from the Chamber during the discussion and voting on those items.

8.55pm Cllr A Folley left the meeting.

RESOLVED that a total of £12,360.98 be awarded in Round 3 of the Occasional Grants for 2025/26, as detailed below, and approved for payment:

- i. £800 to the Felixstowe & District Council for Sport & Recreation towards a new website;**
- ii. £500 to Emmaus towards Safe to Speak - Blinds for their Wellbeing Hub;**
- iii. £1,000 to the Felixstowe Creative Arts Trust towards their 2026 Folk & Shanty Festival;**
- iv. £1,500 to the Felixstowe Charities Network towards the second Felixstowe Charities Summit;**

- v. **£500 to the Felixstowe Harmonies towards the Magic of Felixstowe – an original song anthem for Felixstowe;**
- vi. **£500 to FTG (Theatre Group) towards performance, storage and rental fees;**
- vii. **£500 to Landguard Conservation Trust (Landguard Bird Observatory) towards Landguard Wildlife Monitoring & Conservation;**
- viii. **£1,000 to Langer Primary Academy towards a sensory room for SEN Hub;**
- ix. **£1,160.98 to Men’s Shed towards enabling CNC Router projects;**
- x. **£2,000 to Music in Felixstowe towards their free music events;**
- xi. **£400 to Pedal Felixstowe towards Ride Expansion – Bike carriers;**
- xii. **£500 to Suffolk Mind towards their Menopause & Me Project; and,**
- xiii. **£2,000 to Walton Parish Nursing towards their kitchen and office refurbishment.**

387. UK TOWN OF CULTURE 2026

The Committee received a report on the UK Town of Culture 2026 and the proposed role of Felixstowe Town Council and engagement approach.

It was RESOLVED that Committee:

- i. **note the progress made since Committee’s consideration of the UK Town of Culture competition in December 2025; and,**
- ii. **endorse the proposed engagement and preparatory approach for the expression of interest stage; and,**
- iii. **supports the continued preparatory work with a view to a report to full Council on 4 March 2026 to seek formal endorsement and the establishment of a time-limited Steering Group to finalise the submission.**

388. ANNUAL TOWN MEETING AND CIVIC AWARDS 2026

Committee noted the report on the Annual Town Meeting and Civic Awards 2026. It was confirmed that Felixstowe School had been booked as the venue, with the meeting scheduled to take place at 7pm on Wednesday 13th May.

It was RESOLVED that the report on the Annual Town Meeting and Civic Awards 2026 be noted.

389. ROYAL BRITISH LEGION EVENTS IN FELIXSTOWE

The Committee received a report on the Royal British Legion events in 2026.

It was RESOLVED that the report on Royal British Legion events be noted.

390. OCCASIONAL GRANTS POLICY

Committee reviewed the Council's Occasional Grants Policy and suggested the following amendments:

Under Grant conditions (bottom of page 2) a change to clarify the detailed cost breakdown required and amended to say "The application should be supported by a breakdown of estimates for the project insofar as possible, and a itemised price list for items of equipment to be purchased and any further information requested by the Town Council. "

On the last page the addition of:

"Any grants not accepted prior to the following round submission deadline for applications will be returned to the pot for reallocation, or, in the case of the final round, will be retained by the Council.."

It was RESOLVED that the Occasional Grants Policy for 2026/27 be recommended to Council for adoption, incorporating the above changes.

391. PRESS & MEDIA POLICY

Committee reviewed and approved the Press and Media Policy and suggested the following amendments:

Under Policy Statement the word 'our' is changed to ' its' activities.

1.3 is amended to read like 2.5 with the addition of "where they were not involved in its preparation."

It was RESOLVED that the Press & Media Policy for 2026/27 be recommended to Council for adoption incorporating the above changes.

392. CLOSURE

The meeting was closed at 9.25pm. It was noted that the next meeting was scheduled for Wednesday 8 April 2026 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 position to 31 March 2026 is provided below with a detailed report at **Appendix A**.

1 April - 6 February 2026 (2025 - 2026)

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	0.00	0.00	0.00	N/A	34,480.00	24,247.94	10,232	70.32%
302 Grants	0.00			N/A	56,992.00	46,518.68	10,473	81.62%
303 Felixstowe in Flower	7,500.00	5,083.39	2,417	67.78%	9,250.00	8,610.38	640	93.09%
304 Communication	7,500.00	5,347.50	2,153	71.30%	20,356.00	19,031.00	1,325	93.49%
305 Community Projects & Partne	0.00			N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	15,000.00	10,430.89	4,569.11	69.54%	132,078.00	109,408.00	22,670.00	82.84%

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Committee is requested to consider the budget report to 31 March 2026 and decide any action it deems necessary.

AGENDA ITEM 6: ANNUAL TOWN MEETING / CIVIC AWARDS **2026**

Arrangements are in progress for the 2026 Annual Town Meeting and Civic Awards Ceremony, which will take place at 7pm on Thursday 14 May at Felixstowe School.

As in previous years, community groups that received a Town Council grant during the 2025/26 financial year have been invited to participate in the event. Each group will provide a short written report outlining how its grant was used and the outcomes achieved. These reports will be presented during the Annual Town Meeting, following the Mayor of Felixstowe's Annual Report.

In addition, participating groups will showcase their work in the school atrium through display stands, providing attendees with an opportunity to engage directly with local organisations and learn more about their projects.

Following the meeting and Civic Awards presentation, light refreshments will be served, after which guests will be invited to browse the displays and speak with representatives of the participating organisations.

Civic Awards 2026

The nomination period for the Civic Awards closed on 31 March 2026, with nominations received across all seven award categories.

A meeting of the Civic Awards Panel will be held shortly to review the nominations and select this year's recipients. The Panel comprises the following Members:

- The Mayor (Chair)
- The Immediate Past Mayor
- The Deputy Mayor
- Chair of the Civic & Community Committee
- Chair of the Finance & Governance Committee

The Panel will consider nominations and determine recipients of the following awards:

- Mayor's Awards (up to five)
- Community Award
- Ganges Youth Award

The Committee is requested to note the arrangements for the Annual Town Meeting and Civic Awards 2026 and to endorse the proposed approach for the delivery of this year's event.

AGENDA ITEM 7: FELIXSTOWE IN FLOWER 2026

2026 marks the 41st anniversary of Felixstowe in Flower, a flagship community initiative which promotes civic pride and horticultural achievement across the town. Preparations are well underway for this year's enhanced programme of activity, with the Launch Event scheduled to take place on Saturday 6 June 2026 at the Triangle.

Hanging Baskets

The Town Council's annual floral displays are progressing well. Subject to favourable weather conditions, hanging baskets are due to be installed across the town in mid-May.

Schools Engagement

Following the Easter holidays, the Mayor and a member of the Grounds Team will visit local schools to promote the youth competitions.

As part of this engagement programme, participating schools will receive:

- Gro Bags
- Sunflower seeds and entry forms for the Tallest Sunflower Competition

These resources are intended to encourage participation by young people in Felixstowe in Flower.

Launch Event – Saturday 6 June

Preparations for the Launch Event at the Triangle are ongoing.

Councillor Involvement

Councillors are encouraged to support the initiative by assisting with the distribution of competition and sponsorship forms within their wards, helping to promote wider community engagement.

Business Window Display / Flowerpot Competition

Local businesses will be invited to participate in either a Window Dressing Competition or a Flowerpot Competition. Displays will be showcased from 1–7 June to coincide with the Launch Event, with judging to be undertaken by the Mayor of Felixstowe.

Awards Ceremony – September/October

Enquiries are currently underway to identify a suitable venue for hosting the awards ceremony.

The Committee is requested to note the progress update on Felixstowe in Flower 2026 and to consider preferences for the venue and format of the Awards Ceremony.

AGENDA ITEM 8: ANNUAL GRANTS AND OTHER PAYMENTS

In accordance with Committee's budget recommendations (*Minute #165 2025/26 refers*), at its meeting of 14 January 2026 Council approved provisions for Annual Grants totalling £24,545 and other annual payments for 2025/26 (*Minute #344 of 2025/26 refers*). The receiving organisations were to be as follows:

As Annual Grants:

Art on the Prom	£3,000
Citizen's Advice	£3,000
FACTS	£2,500
Fairtrade Forum	£45
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£7,000
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£2,000
Landguard Fort Trust	£1,000
Royal British Legion	£300
Salzwedel Twinning Association	£200
WAMFest	£3,000
Wesel Twinning Assoc.	£200
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Total	£24,545

As Partnership Projects:

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

In addition, a budget allocation of £8,000 has been made in 2026/27 towards the provision of the 2026 Christmas lights, to be paid to the Lions Club of Felixstowe.

Committee is requested to note the above and approve the payment of Annual Grants and other annual payments for 2026/27.

AGENDA ITEM 9: MAYOR'S CADET POLICY 2026-27

Committee is requested to review the Mayor's Cadet Policy, presented at **Appendix B**, for 2026-27.

For the year 2025–26, the Mayor's Cadet, Flight Sergeant Frazer Lack, was a member of the 356 (Felixstowe) Squadron Air Training Corps (ATC). It is anticipated that a different cadet group will be represented for the year 2026–27, and an update will be provided at the meeting.

The role of Mayor's Cadet is ceremonial, providing support to the Mayor at official civic events and representing the cadet forces at key engagements, including:

- Annual Council Meeting
- Civic Service
- Mayor's Civic Reception
- Remembrance events
- Christmas Carol Service
- Annual Town Meeting / Civic Awards

The Mayor's Cadet Policy was developed to outline the structure and expectations of the role. Key elements include:

- The appointment of a cadet from a recognised cadet organisation for a one-year term aligned with the Mayoral year.
- The relevant cadet force retaining full responsibility for the welfare, safeguarding, and supervision of the cadet.
- The Mayor's Cadet attending civic events where the respective cadet force is already present, or at engagements agreed in advance.
- The administration of the cadet's attendance at events being managed in collaboration with the cadet force.

These arrangements ensure a light-touch approach for the Town Council, avoiding additional administrative burden while supporting civic engagement opportunities for young people.

There are no direct financial implications for the Town Council. Uniforms and logistical arrangements remain the responsibility of the cadet force.

The Committee is requested to review and approve the Mayor's Cadet Policy for 2026–27.

AGENDA ITEM 10: VE DAY 2026

The Felixstowe Branch of the Royal British Legion is organising a VE Day service to mark the anniversary of Victory in Europe Day. The event will take place at 10.55am on Friday 8 May 2026.

Victory in Europe Day commemorates the formal acceptance by the Allies of World War II of Nazi Germany's unconditional surrender of its armed forces on 8 May 1945, marking the end of military operations in Europe.

The ceremony will comprise a short service of remembrance at the War Memorial on Undercliff Road West, with the Mayor of Felixstowe in attendance.

Felixstowe Town Council will support the event through the Town Hall, including the printing of service sheets and associated logistical assistance.

All Councillors are encouraged to attend and support this civic occasion.

Committee is requested to note the update on the VE Day civic ceremony.

AGENDA ITEM 11: FELIXSTOWE BID – BALLOT OUTCOME

The Felixstowe BID recently undertook a renewal ballot to secure a further term of operation. The BID had previously delivered a range of town centre support activities, including events and promotional initiatives.

The ballot result was declared on 30 March 2026 by East Suffolk Council, as the ballot holder, as follows:

- Votes in favour: 37
- Votes against: 79

The proposal was therefore not approved, and the BID will not continue beyond its current term.

Implications

The cessation of the BID will have a number of implications for Felixstowe, including:

- The loss of BID-led delivery of town centre marketing, business engagement, and coordination activity.
- The discontinuation of established events previously supported or delivered by the BID, including seasonal and promotional activities such as summer and Christmas events.
- A potential gap in coordinated town centre branding and digital engagement currently delivered through platforms such as the Visit Felixstowe website and associated social media channels.

In particular, the Visit Felixstowe brand and its associated digital presence represent a significant asset, including a well-established online platform and a social media following of approximately 16,000 users on Facebook. The future stewardship of these assets and channels will be an important consideration.

Next Steps and Considerations

Initial discussions with partners indicate that further work is required to understand:

- How the functions previously supported by the BID may be sustained or transitioned.
- The potential role of alternative initiatives, including emerging place-based programmes, in supporting economic development and town centre activity.
- Opportunities for collaborative approaches between public, private and community stakeholders to maintain momentum in town centre promotion and engagement.

The Town Council will continue to engage with partners, including East Suffolk Council and local stakeholders, to consider options for supporting Felixstowe's town centre economy and visitor offer in the absence of the BID.

Committee is requested to note the outcome of the Felixstowe BID ballot and the implications of the result, with a view to identifying any areas where the Town Council may wish to engage further with partners in due course.

AGENDA ITEM 12: COMMUNITY ENGAGEMENT STRATEGY 2026-27

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

Committee is requested to review the Community Engagement Strategy 2026-27 for onward referral to Council.

AGENDA ITEM 13: UK TOWN OF CULTURE 2028: SUBMISSION OF EXPRESSION OF INTEREST

Committee is requested to note the formal submission of Felixstowe's Expression of Interest (EOI) for the UK Town of Culture 2028 and to record the collaborative process undertaken by the Steering Group.

Background and Governance

Following the resolution of Full Council on 4 March 2026, a time-limited Steering Group was established to act as the Place-Based Partnership required by DCMS. The group, chaired by David Gledhill (Landguard Trust), met throughout March to refine the bid narrative in response to community feedback.

Final sign-off for the submission was delegated to the Town Clerk, in consultation with the Steering Group, as authorised by Council (*Minute #428 of 2025/26*). The Steering Group formally approved the final draft at its concluding "sprint" meeting on 23 March 2026.

The Submission: "Where the World Arrives"

The final narrative was developed around the theme of Felixstowe as a town of "wonderful contradictions," balancing its role as a globally significant port with its identity as a historic seaside resort.

Key elements of the Expression of Interest include:

- **Vision:** Positioning Felixstowe as a "Peninsula of Parallels" and a "Living Stage".
- **Strategic Themes:** "Port / Fort / Resort," "Streets as Stages," and "People of Passage".
- **Local Needs:** Addressing the coastal health gap and supporting skills pathways for young people following the loss of post-16 education provision.
- **Proposed Governance:** The evolution of the Steering Group into an independent UK Town of Culture Programme Board to oversee the estimated £4 million delivery programme.

The full Expression of Interest submission is attached as **Appendix D**.

Community Evidence Base

The Expression of Interest was informed by a robust evidence base, including:

- **Public Survey:** Capturing resident pride and perceptions of the town.

- **Youth Consultation:** Targeted engagement with the Level Two Youth Project and Felixstowe Youth Forum to ensure the programme reflects the priorities of the under-25 demographic.
- **Stakeholder Workshops:** A series of workshops with stakeholders used to inform the development of the Expression of Interest and incorporate community perspectives into the submission.

Financial Implications and Next Steps

The Expression of Interest phase was completed within existing officer capacity and modest engagement budgets.

Should Felixstowe be shortlisted, the town will be eligible for a £60,000 Development Grant from DCMS to support the preparation of a full Business Plan and professional bid development. No additional financial commitments from the Town Council are required at this stage.

The Committee is requested to:

- i. note that the Expression of Interest was successfully submitted to the Department for Culture, Media and Sport (DCMS) by the deadline of 31 March 2026;**
- ii. record its thanks to the cross-sector Steering Group for its role in narrative validation and quality assurance; and,**
- iii. endorse the ongoing role of the Town Council as the Accountable Body for the bid.**

AGENDA ITEM 14: CCTV UPDATE

East Suffolk Council has now approved a district-led upgrade and expansion of the public-space CCTV network in Felixstowe. This follows a sustained period of partnership working and formal consideration by the Town Council through its CCTV Working Group, Civic & Community Committee, and Full Council.

The approved scheme will significantly increase CCTV provision across the town, with 39 cameras now included, compared to 23 initially proposed and 15 previously in place. This expanded coverage reflects identified community safety priorities and engagement with partners.

The Town Council has already approved a £42,000 contribution towards the capital cost of the project (*Minute #349 of 2025/26 refers*).

The project is expected to be delivered during June 2026, in advance of the summer season.

Background

Members will recall the following progression:

- The Town Council established a CCTV Working Group to review existing provision and future requirements.
- The Working Group met on 5 December 2025 and supported a move towards a district-led model, recognising East Suffolk Council's role as the statutory community safety authority.
- The Civic & Community Committee (Min #323 refers) endorsed this position and recommended in-principle support for the proposal, including use of the CCTV Earmarked Reserve.
- Full Council (Min #349 refers) subsequently:
 - welcomed and endorsed the proposed district-led model;
 - approved the release of £42,000 from the CCTV Earmarked Reserve, subject to project delivery; and
 - requested that East Suffolk Council consider the inclusion of an additional camera at Runnacles Way ("Blue Bridge"), subject to no impact on delivery timescales.

This reflects a clear and consistent position over time in favour of a more strategic, partnership-based approach.

East Suffolk Council Cabinet Decision

East Suffolk Council's Cabinet has now approved the CCTV upgrade project for Felixstowe at their Cabinet meeting of 31 March 2026, subject to the standard call in period.

The approved scheme will:

- Deliver a significant expansion of CCTV coverage, with a mix of camera types designed to improve surveillance capability;
- Focus on identified community safety and anti-social behaviour hotspots, in consultation with Suffolk Constabulary; and
- Provide a modernised and integrated system under a district-led operational model.

This confirms the transition to a model where the statutory authority leads on ownership, monitoring and maintenance, addressing longstanding limitations of the current arrangements.

Runnacles Way ("Blue Bridge")

In line with Council's resolution (*Min #349iv refers*), a request was made to East Suffolk Council to consider inclusion of an additional camera at Runnacles Way ("Blue Bridge"), recognising this location as a priority in relation to anti-social behaviour and the safety of young people.

Committee will be pleased to note that the approved scheme includes this location as part of a wider expansion of coverage. The project will now deliver 39 cameras across Felixstowe, representing a significant increase from the 23 cameras initially proposed, and from the 15 cameras currently in place.

Detailed siting and technical arrangements remain subject to final design, testing and necessary permissions, and are not being publicised at this stage.

Programme and Delivery

East Suffolk Council has indicated that the project is expected to be delivered during June 2026, ahead of the summer holiday period; and implementation will be managed to minimise disruption and maintain operational continuity where possible.

Town Council Role

The Town Council's role is consistent with its previous decisions and good governance principles:

- Providing a proportionate capital contribution without assuming operational responsibilities;

- Supporting a model where delivery and operation sit with the statutory authority; and
- Maintaining an active role in strategic oversight through partnership working.

This represents a positive and long-anticipated outcome for Felixstowe, delivering a modern and expanded CCTV network aligned to community safety priorities.

It reflects effective partnership working and a consistent strategic position taken by the Town Council over time.

Committee is requested to:

- i. note the update on East Suffolk Council's Cabinet approval of the CCTV upgrade project; and,**
- ii. note the progress made through the Town Council's CCTV Working Group, Civic & Community Committee, and Full Council in supporting this outcome.**