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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 20 October 2021** 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.

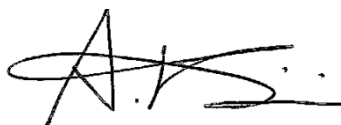
Public are very welcome join via Zoom using the following link:

<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://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
15 October 2021

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 September 2021 as a true record. **(Pages 3-8)**
- 5. Felixstowe and District Council for Sport and Recreation**
The Chairman of the Felixstowe and District Council for Sport and Recreation will give a presentation about the organisation and the funding requested from the Town Council. **(Presentation)**
- 6. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 13 October 2021 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 7. Draft Budget Considerations 2022-23**
To consider first draft recommendations for the Civic & Community element of Council's budget for 2022-23. **(Page 10 & Appendices B & C)**
- 8. Floral Bedding Arrangements for 2022/23**
To consider arrangements for the provision of floral bedding for 2022/23. **(Pages 11-13 & Appendix D)**
- 9. Christmas and Other Events**
To consider funding and other arrangements for forthcoming events. **(Report to follow)**
- 10. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 15 December 2021 at 7.30pm.

Committee NOTED the cancellation of the Civic & Community meeting scheduled to be held 14 April 2021 in accordance with the period of national mourning for HRH Prince Philip.

132. DECISIONS MADE UNDER DELEGATED AUTHORITY

Committee NOTED the record of the decision made under the temporary authority delegated to the Town Clerk since the previous Committee meeting, in accordance with Minute #17 of 2021/22.

133. FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

It was noted that this matter had been referred by Council for Committee to consider a request for funding for a new community hut for the Felixstowe Allotment Association (FAA).

At the direction of the Chairman, Mr Neville Farthing, Chairman of the FAA, addressed the Committee on the project. In response to Council's query about planning permission, Mr Farthing had understood that this would not be required as the building would be replacing an existing structure and under 2.5m high. However, the Planning Department at East Suffolk Council had been emailed to confirm this.

Members asked Mr Farthing about disabled access to the hut and a portable ramp will be provided. The Association will also be looking at providing permanent toilet provision in the future.

Mr Farthing advised that the cost of the proposed 5m x 3m insulated cabin had recently been reduced from £11,539.99 to £8,816 and it was anticipated that a further cost of around £1,500 would be required for fitting out the hut. The installation of the building was expected to take no more than 6 months to complete, and with the growing season now finishing it was an ideal time to start working on it.

Members thanked Mr Farthing and discussed the merit of the proposal and whether it would be preferable for the Town Council to directly fund and own the cabin rather than provide funding for the FAA to undertake this project themselves.

The Clerk advised that, following the FAA's recent review of its constitution, the Town Council was being asked if it would be willing to receive FAA assets in the event of the FAA being wound up. This would be referred to the Council's Assets & Services Committee for consideration.

Following further debate and a vote, it was RESOLVED that it be recommended to Council that a £10,000 should be provided to the Felixstowe Allotment Association via Community Infrastructure Levy Earmarked Reserve towards their Community Hut Project.

134. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 September 2021.

RESOLVED that the Budget Report to 9 September 2021 be received and noted as presented with no other action required at this time.

135. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2021/22

Committee considered applications for on-going funding support from several local partner organisations, a report from the Lions Club of Felixstowe and a report from the Harwich Harbour Ferry Services.

It was noted that both Wesel Twinning Association and Salzwedel Twinning Association had not used their grant from the previous year due to Covid so did not require a grant for the year 2022/23. The Wesel Twinning Association will be celebrating its 50th Anniversary in 2024 when they will be planning to apply for a grant to commemorate this achievement.

It was RESOLVED that :

- i. £6,750 towards the provision of the 2022 Christmas lights be included as part of the recommendations for the 2022/23 budget alongside the following:**

As Annual Grants:

Art on the Prom	£1,400
Citizen's Advice Bureau	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 300
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc.	£ 0
Salzwedel Twinning Association	£ 0
Total	£11,200

Through Community Fund Projects:

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

- ii. **Felixstowe Council for Sport and Recreation be invited to attend the next Civic & Community Committee meeting to give a presentation of the organisation and the purpose of the funding request; and,**
- iii. **Further information be provided to the Committee with regards to the Felixstowe Volunteer Coast Patrol Rescue Service accounts before consideration of the grant for 2022/23 is made.**

136. COMMUNICATIONS APPRENTICE REPORT

Committee received a verbal update from Holly Miles, the Communications Apprentice. Members thanked Ms Miles for the update and looked forward to further updates in the future.

It was RESOLVED that the Communications Apprentice Report be noted.

137. CIVIC AWARDS 2021

Committee received the report outlining the arrangements for the Civic Awards 2021.

It was RESOLVED that the arrangements for the Civic Awards be noted.

138. FELIX FEST/WOMEN'S TOUR EVENT

Committee received an update on the FelixFest Women's Tour event on the weekend of the 8th – 10th October.

Members were pleased to note that the Town Council would have a significant presence at the event with a stall in the Tour Village and branding across the event. It was agreed that promotional materials should be purchased using the Civic Awards Budget. The Clerk advised that the Town Council would receive six tickets to the VIP enclosure.

It was RESOLVED that:

- i. **The six VIP tickets should be made available to Civic Award Winners, subject to the Mayor and Deputy Mayor also having access on the day; and,**
- ii. **Promotional materials on the theme of sustainability – for example such as pencils, cotton bags and reusable water bottles - be purchased for the Town Council stall in the Tour village, with funding to come via the Civic Awards Budget.**

139. REMEMBRANCE 2021

Members received the report outlining Remembrance activities this year.

It was RESOLVED that the Remembrance 2021 arrangements be noted.

140. CHRISTMAS CIVIC SERVICE AND MAYOR'S CHARITY EVENT

Members received the report detailing the planned Mayor's Charity Events and Civic Christmas Carol Service.

It was RESOLVED that the report on the Civic Christmas Carol Service and Mayors Charity Events be noted.

141. FELIXSTOWE IN FLOWER

Members received the report on Felixstowe in Flower and noted the achievements made in recent years to make Felixstowe in Flower more environmentally sustainable. These include changing the wicker baskets to more durable self-watering planters to reduce the amount of visits required to water the plants, and using grey-water with the assistance of Felixstowe Ferry Golf Club.

Members discussed further opportunities to improve the sustainability of Felixstowe in Flower and reduce its environmental impact. Whilst it was accepted that perennial/sustainable planting may not be suitable for the hanging baskets, which are erected to provide colour for the summer months only, Members were keen to explore options for the year-round tubs and planters. It was also discussed that sustainable plants in the public areas could be accompanied by signs explain the purpose of the displays.

Committee was reminded that, prior to the pandemic, sustainable planting in the seafront and Triangle bedding areas was being considered. Members asked that the East Suffolk Norse Assistant Grounds Manager be invited to attend the next Civic & Community meeting to present some options for sustainable bedding plants.

RESOLVED that the Felixstowe in Flower report be noted, and the opportunity for more sustainable bedding plants be explored at the next meeting, with an invitation extended to the East Suffolk Norse Assistant Grounds Manager to attend.

142. FESTIVAL OF SUFFOLK/QUEEN'S PLATINUM JUBILEE WEEKEND 2022

Members received the report on the Festival of Suffolk/Queen's Platinum Jubilee 2022. A date was confirmed for the tree planting for the Queen's Green Canopy as being Friday 11 March (70 days into the year).

It was noted that the RBL were looking to put on an event during the Jubilee weekend and were seeking support from the Town Council.

The Town Clerk would liaise with the RBL through Cllr Aitchison and an update report would be brought back to the Committee. The Town Clerk reminded Members that an Earmarked Reserve had been kept after the VE 75th Anniversary event was cancelled due to Covid. This currently had £9,996 in the fund. If Council was so minded, these funds could be put towards an event the Queen's Platinum Jubilee.

The Clerk also advised Committee that the gas beacon that was used for the Centenary of World War I was still in the Council's possession and could be used for the beacon-lighting event. The solid-fuel beacon at Clifflands had been deemed unsafe for use by East Suffolk Norse and its out-of-town location may not maximise the opportunity for attendance.

RESOLVED that the Festival of Suffolk/Queen's Platinum Jubilee Weekend 2022 report be noted and further updates be brought to Committee in due course.

143. COMMUNITY EMERGENCY PLAN

Committee received the update report on the Community Emergency Plan. Members sought clarification on how to contact CEP Coordinators about local incidents in the event of an emergency. It was suggested that a WhatsApp group could be used between the coordinators for alerts and the JEPU to be requested to provide early warning of incidents as they happen.

The Clerk reported that a Langer Road Flood Action Group had been formed and met recently with representatives JEPUE and the Environment Agency. Once more details were known, the Group's contact details could be added to the Town Council's CEP.

RESOLVED that communication be made to all Councillors with regards to who to contact in an emergency, and how they will be updated as the emergency progresses.

144. CLOSURE

The meeting was closed at 9.45pm. The next meeting was noted as being scheduled for Wednesday 20 October 2021 at 7.30pm.

AGENDA ITEM 6: 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 October 2021 is provided below with a detailed report at **Appendix A**.

1 April - 13 October 2021 (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	20,864.97	15,055	58.09%
302 Grants				N/A	36,400.00	16,873.00	19,527	46.35%
303 Felixstowe in Flower	8,250.00	3,087.53	-5,162	37.42%	5,900.00	3,207.48	2,693	54.36%
304 Communication	10,000.00	3,360.83	-6,639	33.61%	13,112.00	6,106.00	7,006	46.57%
305 Community Projects & Partne				N/A	43,301.00	31,000.00	12,301	71.59%
NET TOTAL	25,242.00	9,337.03	-15,905	36.99%	134,633.00	78,051.45	56,581.55	57.97%

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Committee is requested to consider the budget report to 13 October 2021 and decide any action it deems necessary.

AGENDA ITEM 7: DRAFT BUDGET CONSIDERATIONS 2022-23

Committee is to consider its draft budget estimates for the Financial Year 2022-23 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current year expenditure and a comparison against the previous year at **Appendix B**. Notes to the budget estimates are at **Appendix C**.

Members should note that estimates for income and expenditure are based on known costs wherever possible. Where it is anticipated that the viability of certain activities will continue to be subject to prevailing circumstances at the time, the budget line has either been revised or an appropriate headroom has been included on the basis of prudence.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget.

Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2022-23.

AGENDA ITEM 8: FLORAL BEDDING ARRANGEMENTS FOR 2022/23

In February 2020, the East Suffolk Norse Assistant Grounds Manager, Mr Paul Tynan attended the Civic & Community Committee meeting and gave Members a summary of the bedding plants that had been successful and other options for sustainable bedding which would be hardy enough for the seafront location.

Members have been keen to consider bedding plants that were more sustainable yet interesting enough to show to others what can be done to encourage wildlife. A mixture of colourful flowers alongside some sustainable plants could therefore offer a suitable alternative. It was noted that lavenders and hebes could be a suitable choice as these would withstand the salt and spray. Regular pruning would still need to be carried out.

At this meeting, Mr Tynan confirmed that, if the Town Council no longer funded floral bedding (the annual cost this year being £12,391.05) then the beds would be planted up with sustainable bedding and maintained on behalf of East Suffolk Council. Mr Tynan agreed to produce a plan detailing options from 2021/22 to be circulated to Members for further consideration, however due to Covid this was postponed.

Mr Tynan is unable to attend this meeting but has provided a plan of the planting that is able to take place on the Summer /Winter bedding areas at **Appendix D**. The shrubs chosen will give colour and will survive the winds. The existing summer bedding is currently being removed and the beds are being prepared for sustainable bedding plants which will be purchased by East Suffolk Norse.

Committee's feedback regarding the planned planting is welcomed and will be passed back to Mr Tynan and East Suffolk Norse.

Further to the beds that are usually looked after via the Town Council, Committee may wish to consider taking on the responsibility for the planting of the large blue planters throughout the Shared Space, which are owned by Suffolk County Council. There are 4 wooden blue tubs, 2 at each end of the shared space, and 7 metal ones some of these are rusted around the drain point.

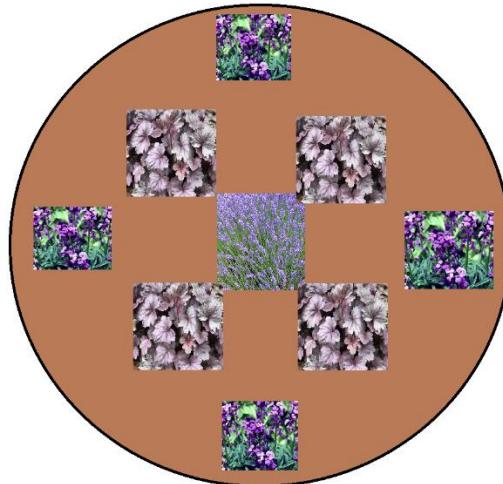
The Town Council also currently has 21 smaller wooden tub planters which are currently planted seasonally. In the summer these have a mix of Fuchsia, Geranium, Surfinia and Burgonia, in winter these are mostly planted with winter pansies. Each time they are planted the top layer of compost that contains the fibrous roots is removed and replaced with fresh compost.

This year some of the wooden tubs were trialled with peat free compost which unfortunately did not give very good growth or colour and produced less flowers. Research has been made into how to improve the peat free soil and it seems that it would need a mix of feed and water retention gel, making it likely that these tubs would have a higher carbon footprint than the standard multipurpose plus the cost would greatly increase.

To make these tubs to be more environmentally sustainable, perennial plants could be considered:

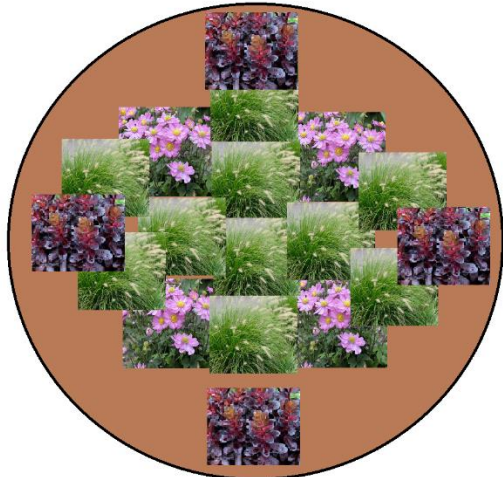
The Council's Grounds team have suggested some ideas for a perennial Mix:

- 1 English Lavender in middle (flowers summer lasts years very fragrant.)
- 4 Erysimum around edge (can flower all year)
- 4 Heuchera in from the edge (grown for its foliage as comes in a range of colours has some flower in summer months).



Another idea for a complete perennial mix :

Ornamental grasses like Pennisetum Alopecuroides 'little bunny' with some ivy on the edge and something like Japanese Anemone scattered in to give flower in summer. The 'little bunny' is said to pair well with something like Sedum Touchdown Teak for the contrast of the deep red with the grass.



Idea for a mix of perennials and annuals.

- 1 Ornamental Grass like Ophiopogon Planiscapus Nigresensin in the middle
- 4 Ivys around the edge to trail
- in Summer 4 Surfinias planted in available space
- In Winter 8 Pansies planted in available space.

The Blue tubs in the shared space are split in to 2 types - wooden and metal. The metal has two containers with a band in-between both where they come into

contact. With the metal tubs the Grounds team advise that it may be best to go with a simple mix of perennials and/or shrubs. A mix of different colour grasses with some other broader leaf perennials with different coloured foliage could work well and be easy to manage.

Another option would be to turn each blue planter into a herb garden with plants like Lavender, Rosemary, Thyme, Savoury and others as these would be very fragrant and would flower in the summer months with just the ones listed above being very bee friendly.

It should also be considered that some of these blue metal tubs have begun to rust at the drain point (see pictures below) and they are used for putting out cigarettes and have caught on fire multiple times. It may be worth investing in ashtrays to hook onto the side of these to prevent this from happening.



Another idea for the 4 wooden blue Tubs at each end is Japanese maples that the grounds team could bonsai to keep them at a reasonable size and create interesting shapes.



Committee is requested to consider the floral bedding arrangements for 2022/23 and decide any action it deems necessary.