

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 Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

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

Member(s)	Minute No.	Nature of Interest
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 18th and 19th 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 75th 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 15th 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 75th 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, 15th 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.

Date: _____

Chairman: _____