

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 26 February 2020 at 7.30pm

PRESENT: Cllr S Harkin (Vice-Chairman) Cllr G Newman
 Cllr D Aitchison Cllr D Savage
 Cllr M Morris Cllr A Smith

OFFICERS: Mrs D Frost (Deputy Town Clerk)

458. PUBLIC QUESTIONS

There were none.

459. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** (Chairman), **Cllr T Green** and **Cllr K Williams**.

460. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

461. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 27 November 2019** be signed by the **Vice-Chairman** as a true record.

462. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 February 2020.

RESOLVED that the **Budget Report to 19 February 2020** be received and noted as presented with no other action required at this time.

463. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report and noted the redecoration being carried out.

Samples of two types of vertical blinds were circulated and the quotes received discussed. Members agreed the sunscreen blinds would be useful for Weddings, as they will still show some of the view but screen the sun and people from looking inside. Members agreed that if the £1,074.50 could be found within all

the Assets and Services budget before year end then that would be ideal, but understood from the Deputy Town Clerk that this was not certain due to pressures on budgets towards year end. Members agreed that if required, Council be recommended to approve the spend from the Town Hall Maintenance Earmarked Reserve 9065/900.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. funding for the new Sunscreen vertical blinds at the Town Hall be taken across unspent Assets & Services budgets if possible, otherwise a recommendation to Council to approve the cost of £1,074.50 +VAT, be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900.**

464. WALTON COMMUNITY HALL UPDATE REPORT

Committee received the report on Walton Community Hall.

Members noted the concerns from the Scouts who hire the hall, regarding the emergency exit step not being lit. A fluorescent strip in the first instance would be useful, and investigations into a motion sensor emergency light would also help. Members raised concerns over disability access, and although there are two alternative close by emergency exits (one beside and one opposite), a handle to support people with mobility issues would be a useful addition to this particular exit. The Deputy Town Clerk will source some solutions.

Members gave thanks to the Men's Shed for making the Swift boxes and were pleased to note that these had now been erected at both Walton Community Hall and Broadway House.

The Deputy Town Clerk reported that after the EPC was carried out at Walton Community Hall the previous Friday, the Assessor had reported that there was no insulation in the floor of the loft above the main hall. Photographs were circulated which showed a foam type insulation in the rafters of the roof, but it is obvious that improvements can be made which will make a big difference to heating the building.

It was RESOLVED that :

- i. the Walton Community Hall update report be noted; and,**
- ii. Solutions to make the emergency exit with the steep step safer be found, to include a fluorescent strip, support handle and motion sensor light; and,**
- iii. Insulation is added to the attic space above Walton Community Hall, noting that this could potentially be done in house and within budget during 2020/21.**

465. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House. Members requested that records be kept of when LEDs are replaced to establish the life of them.

It was RESOLVED that the Broadway House update report be noted.

466. CEMETERY UPDATE REPORT

Committee noted the update on the memorial tree, and had concerns regarding the difficulties that were being incurred in finding a solution to the leaves on the tree. Members requested that a further report be brought to committee, giving other options for a replacement centre piece to the New Memorial Garden. Members requested that no further marketing of the leaves takes place until a solution is found.

Members discussed the statistics gathered to ascertain the approximate number of years where there will be graves available to purchase for the existing cemetery. With an estimated minimum of 8 years, Members felt it prudent to include the planning stage of the cemetery extension into the adjoining Allotment area in the 4 year Business Plan currently being developed for 2020-2024.

The Deputy Town Clerk circulated some quotes to obtain two new noticeboards with a Cemetery map integrated. Members agreed that the quote from a local company for £287.40 each, a total of £574.80 +VAT be purchased to come from the Cemetery Equipment budget.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Deputy Town Clerk should bring a report to Committee on the memorial tree and new centre piece if a solution cannot be found to improve the condition of the leaves and in the meantime no further marketing for the leaves to be published; and**
- iii. the Business Plan 2020-2024 Action Plan should refer to a development plan for the cemetery extension, which may need to be delivered in the succeeding Business Plan term; and,**
- iv. two new noticeboards to include a cemetery map are purchased at a total cost of £574.80 to come from the Cemetery Equipment budget.**

467. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members noted FSALG and the Town Clerk had met with Persimmon Homes to discuss the security of the allotments in respect of the new development and raise concerns regarding width constraints for the required cycle way and filter lanes on Candlet Road. Members were pleased to note that both East Suffolk Council and Suffolk County Council were now aware of this and look forward to receiving an update on a resolution to this soon.

RESOLVED that the Allotments Update Report be noted.

468. WATER BOTTLE REFILL FOUNTAINS

Members read with interest the report and refill information brochure regarding the Sea-Changers Coastal Fountain Fund and the opportunities it would bring to help provide a scheme to roll out water bottle refill fountains around Felixstowe. The Deputy Town Clerk updated Members on the recent meeting with Plastic Free Felixstowe and ideas to roll out a project which would include a launch with printed bottles.

Members noted the short timescale to complete the funding application and also considered the cost of the MIW Water cooler experts at £2,545 +VAT each compared to another supplier of a similar stainless-steel fountain at £1,020 +VAT. Members agreed to the principle of providing water bottle refill stations in strategic locations within Felixstowe but felt that further information was required including a full financial breakdown, to include projected costs of maintenance and water used. It was noted that the literature did not mention whether an electricity supply was required, and Members would be interested to know the effects of a cold spell on frozen pipes. It was noted that Greater Anglia had recently rolled out a successful water refill station project. Members welcomed the concept of a launch event with branded reusable water bottles.

It was RESOLVED that more information regarding how the project could work be brought to the Assets & Services Committee for further consideration.

469. LANGLEY AVENUE PLAYING FIELDS

Members noted the report on the Langley Avenue Playing Fields. Members were keen to explore this further and understand the terms that Suffolk County Council may be prepared to offer. Members asked that a financial appraisal, to include opportunities for income and maintenance costs, be brought to Committee in due course. The Deputy Clerk confirmed that details of any public rights of way, easements and parking requirements for the area would be investigated also.

It was RESOLVED that:

- i. the Langley Avenue Playing Field report be noted; and,**
- ii. a formal approach be made to Suffolk County Council to confirm the Council's interest in taking on the land and the terms by which this may be achieved; and**

- iii. a further report be brought to Committee in due course to include a financial appraisal alongside opportunities and constraints of the site.

470. FELIXSTOWE WAR MEMORIAL

Committee noted the report on the recent Grade II listing of the Felixstowe War Memorial, which has been added to the List of Buildings of Special Architectural or Historic Interest.

The List entry for the war memorial, together with a map, has now been published on the National Heritage List for England, and will be available for public access: <http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=643E3374-B970-4FEE-8AA5-0628B0098EAC&cn=5F82CD2D-C705-471E-8D9C-FD9CF0237E32>

It was RESOLVED that the Felixstowe War Memorial report be noted.

471. ENERGY PERFORMANCE CERTIFICATES

The Deputy Town Clerk gave a verbal update on the recent visit from the EPC assessor who carried out a DEC on the Town Hall, and EPC on all 4 of Council's properties. The Town Hall EPC had arrived that afternoon, and were circulated for members to assess. When all EPCs and the DEC have arrived, the paperwork will be circulated to the Climate Emergency Working Group for discussion. Any improvements that are recommended will then be given to Assets & Services Committee for consideration.

LED lighting was discussed and Members asked if investigations into motion sensor lighting could be made.

It was RESOLVED that:

- i. the verbal update on Energy Performance Certificates be noted; and,
- ii. Motion sensor lighting be investigated.

472. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for Wednesday 22 April 2020 at 7.30pm.

Date: _____

Chairman: _____