



## TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)	Cllr T Green
Cllr Jan Garfield (Vice Chairman)	Cllr M Jepson
Cllr S Bird	Cllr G Newman
Cllr P Coleman	Cllr D Savage
Cllr M Deacon	Cllr A Smith

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 1 February 2017** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Assets & Services matters.

## A G E N D A

### 1. Apologies

To receive apologies for absence.

### 2. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

### 4. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 2 November 2016 as a true record. **(Pages 3-6)**

### 5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 26 January 2017 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

6. **Cemetery Update Report**  
To receive an update on the Cemetery and consider any actions deemed necessary. **(Pages 7-8)**
7. **Allotments Update Report**  
To receive an update on the Allotments and consider any actions deemed necessary. **(Pages 9-10)**
8. **Tree Works**  
To receive an update on works to trees on Council owned land and consider any actions deemed necessary. **(Report to follow)**
9. **Broadway House**  
To review licence agreements with FOPWA for the use of Broadway House. **(Report to follow)**
10. **Walton Community Hall**  
To receive an update report on Walton Community Hall and consider any actions deemed necessary. **(Report to follow)**
11. **Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 5 April 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**27 January 2017**

For information (via email): All Town Councillors  
Local Press

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 2 November 2016** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman)                      Cllr T Green  
                  Cllr Jan Garfield (Vice-Chairman)        Cllr G Newman  
                  Cllr S Bird    Cllr D Savage  
                  Cllr P Coleman    Cllr A Smith  
                  Cllr M Deacon

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs R Jones (Estates Officer)

**IN ATTENDANCE:** Cllr K Williams

### **298. APOLOGIES FOR ABSENCE**

There were none.

### **299. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **300. REQUESTS FOR DISPENSATION**

There were none.

### **301. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 7 September 2016 be signed by the Chairman as a true record.**

### **302. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 October 2016.

Members asked that some consideration be given to improving the décor at Walton Community Hall before the end of the financial year.

It was noted that the allotment rent income was continuing to be received and was expected to be complete during November.

**RESOLVED that the Budget Report to 26 October 2016 be received and noted as presented with no other action required at this time.**

### **303. ESTATES OFFICER REPORT**

Committee considered the report of the Estates Officer.

Members noted the concerns over the unauthorised use of the Town Council's allocated parking bay adjacent to the Town Hall. It was understood that enforcement of any infringement would be the responsibility of the police until such a time as civil parking enforcement could be devolved from the County Council. Members suggested that early discussions be held with any new occupant of 91-95 Undercliff Road West following completion of the building work to establish a positive relationship with the Town Hall neighbours.

The Estates Officer tabled a copy of the letter sent to the Planning Authority, and JCN Design, highlighting the access, boundary and estates issues which were likely to be affected by the proposals contained within Planning Application DC/16/3776/ARM for Land West of Ferry Road Residential Centre, Ferry Road. The letter had been drafted in consultation with the Chairman of the Assets & Services Committee, Chairman of the Planning & Environment Committee and the Town Clerk.

Committee noted that the professional tree survey had been completed and a comprehensive report had been received. The report advised that a number of trees on Council-owned land required urgent work. Committee commented on the high quality of the report and instructed that the urgent works should be carried out as soon as possible. The Clerk advised that quotes would be sought before the recommended works were undertaken but as the report had only recently been received the costs could not be known at this time. It was agreed that, due to the urgency of the works, Council should be recommended to delegate authority to the Clerk to approve necessary expenditure for this work. It was suggested that, if the timings permitted, the planting of any replacement tree could take place during National Tree Week (26<sup>th</sup> November - 4<sup>th</sup> December 2016).

Committee discussed the present arrangement with Felixstowe Old People's Welfare Association under the occupational licence and management agreement for Broadway House. The Clerk was instructed to review the arrangement in consultation with FOPWA and report back to Committee in due course.

The Estates Officer tabled a photo of the metal tree which had been commissioned for the new Memorial Garden at the Cemetery. Three quotes had been received for the laying of paths in the Memorial Garden with a local

contractor, Resinmaster, being instructed to install a resin-bound gravel path system on the site. Members noted that once the granite kerbs were delivered, the installation of these, the pathways and the metal tree could commence.

**It was RESOLVED that:**

- i. the Estates Officer's report be noted;**
- ii. the letter to SCDC with regards to planning application DC/16/3776/ARM be approved as presented;**
- iii. it be recommended to Council that delegated authority be given to the Town Clerk to commit expenditure required for urgent tree works to trees on Council-owned land;**
- iv. the work on the Memorial Garden Project and resin-bound path system be approved; and,**
- v. the Clerk be instructed to review the occupational licence and management agreement for Broadway House in consultation with FOPWA and report back to Committee in due course.**

#### **304. BROADWAY HOUSE MAINTENANCE**

Committee considered reimbursing Felixstowe Old People's Welfare Association (FOPWA) for the cost of repairs, to the boiler and automatic doors, at Broadway House totalling £1,480.67. It was noted that there was no current budget provision for Repairs and Maintenance at Broadway House and therefore reimbursement would need Council approval from the Broadway House Earmarked Reserve.

**It was RESOLVED that it be recommended to Council that FOPWA be reimbursed £1,480.67 from the Broadway House Earmarked Reserve for the cost of repairs of repairs to the boiler and automatic doors at Broadway House.**

#### **305. DRAFT BUDGET 2017-18**

Committee considered first draft proposals for its element of the Council's 2017-18 budget and reviewed the accompanying notes to the budget estimates in the report.

It was noted that whilst some costs were estimated to increase in 2017-18, additional income from greater use of the Town Hall and savings in other areas were expected to permit a nil change to the net total.

The Clerk advised that the estimates would be reviewed again before the Financial & General Purposes Committee meeting at the end of the month and Committee agreed that, subject to any amendments as a result of this review

being considered by F&GP, the budget estimates be recommended to that committee as presented in the report.

**RESOLVED that, subject to further amendments, the draft proposals for the Assets & Services element of the Council's 2017-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.**

**306. CLOSURE**

The meeting was closed at 8.35pm. The next meeting was noted as being scheduled for Wednesday 1 February 2017 at 7.30pm.

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## AGENDA ITEM 5: ASSET AND SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 26 January 2017 is provided below with a detailed report at **Appendix A**.

### Summary Income & Expenditure by Budget Heading 26-01-2017

Month No : 10

#### Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	73,350	44,505	74,479	29,974		29,974	59.8 %
	Income	19,808	15,990	13,263	2,727			120.6 %
202 Walton	Expenditure	7,447	5,160	10,380	5,220		5,220	49.7 %
	Income	10,028	5,516	7,500	-1,984			73.6 %
203 Broadway House	Expenditure	9,684	9,206	11,734	2,528		2,528	78.5 %
	Income	1,375	0	1,360	-1,360			0.0 %
204 Cemetery	Expenditure	119,082	89,765	135,692	45,927		45,927	66.2 %
	Income	83,022	52,465	64,515	-12,050			81.3 %
205 Allotments	Expenditure	25,526	16,341	28,167	11,826		11,826	58.0 %
	Income	13,649	13,881	14,000	-119			99.2 %
<b>INCOME - EXPENDITURE TOTALS</b>								
	Expenditure	<b>235,089</b>	<b>164,977</b>	<b>260,452</b>	<b>95,475</b>	<b>0</b>	<b>95,475</b>	<b>63.3 %</b>
	Income	<b>127,881</b>	<b>87,852</b>	<b>100,638</b>	<b>-12,786</b>			<b>87.3 %</b>
	Net Expenditure over Income	<b>107,208</b>	<b>77,125</b>	<b>159,814</b>	<b>82,689</b>			

**Committee is requested to consider the budget report to 26 October 2016 and decide any action it deems necessary.**

## AGENDA ITEM 6: CEMETERY UPDATE REPORT

Since the previous meeting the new Memorial Garden has been completed. The Metal Memorial Tree is in place with 30 brass leaves, the granite edging kerbs and resin-bound pathways are laid. Council's grounds maintenance team have been preparing the rose beds with fertiliser and 24 rose bushes were planted thereafter.

The box hedging has also been planted and once the weather improves, we plan to formally open the new area for memorials.

The photo below was taken on 27<sup>th</sup> January and shows the current situation:



Committee approved a scale of fees and charges for Memorials in this, and other areas, and some consideration could be given to what other opportunities can be provided for memorials at the cemetery.

No new plots are now being let on the Cemetery Field allotment site and existing holders have been given advance notification that their plots will be required in the next few years in order that the cemetery can be extended. Plot-holders were asked for their preference of another site (or no site) when they are eventually asked to vacate the cemetery site and the outcome of this will be reported to Committee at the meeting. Council is building an earmarked reserve to fund the cemetery extension and Committee is requested to consider how best to approach project planning for this initiative.

Committee is also requested to note that recent problems with the truck necessitates a repair to the ECU. This was sent off to a specialist and reworked with a lifetime guarantee. The cost to repair and reinstall this was £789.65+VAT. The alternative solution would have been to purchase a new part through Toyota which was estimated to have cost around £2,500.

**Committee is requested to note the update report and consider any actions it deems necessary.**

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## **AGENDA ITEM 7: ALLOTMENTS UPDATE REPORT**

Allotment update as at 25 January 2017 was:

<b>SITE</b>	<b>Total plots</b>	<b>Vacant</b>	<b>Waiting List (Specific plot)</b>	<b>Cultivation Orders (Notice given)</b>
COWPASTURE	291	29	0 (6)	5 (0)
FERRY ROAD	94	9	0 (1)	0
RAILWAY HILL	42	16	0 (1)	0
CEMETERY	43	18	0	0
TAUNTON ROAD	18	7	0	0

All allotment rents due have now been paid we have no outstanding invoices. The total number of plots across all sites has increased to 488 as larger plots are divided when they are vacated.

Regular liaison meetings are held with representatives from FSALG on allotment matters and at the last meeting held on 6 December 2016 the following items were discussed:

### Cowpasture

FSALG have requested permission to put in place a 20ft shipping container on their allotment plot (39) following the recent break in to their previous wooden store which was also set on fire. The allotment association feel that having a metal container would keep their stock, such as large quantities of seed and insecticides, secure.

### Ferry Road site

FSALG have requested that the Ferry Rd site could benefit from a delivery of 3 more bags of ballast to complete repairs of pathways. Tree/hedge cutting will be carried out on this site by Council's staff shortly.

### Railway Hill site

FSALG were requested to consider holding an Open Day at this site, which they undertook to discuss at their next committee meeting.

### Cemetery Field

As reported, letters were sent out to tenants in preparation for vacating the Cemetery Field allotment site in 3 – 4 years. Tenants were asked to indicate their preference and all but 4 have responded. Tree/hedge cutting will be carried out on this site by Council's staff shortly.

### Taunton Road

It was agreed that FSALG would investigate the cost of using recycled plastic posts for the purposes of numbering the plots and report back. If such posts proved to be cost effective then they could also be used on other sites.

### Bird Flu

DEfRA have advised that to reduce the risk of bird flu spreading from bird to bird there is currently a legal requirement for all birds to be housed or otherwise kept separate from wild birds. The guidance is available here: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/581952/ai-birdflu-factsheet-170106.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/581952/ai-birdflu-factsheet-170106.pdf)

Risks to human health are very low and bird flu does not pose a food safety risk.

Ideally hens should be kept indoors but DEfRA recognise that this is not always practical and therefore the advice is to ensure that they are kept netted or in cages to keep them separate from wild birds. FSALG were asked to confirm that all chickens at the allotments are kept in line with this guidance and the Town Council was advised that all chickens are correctly enclosed and FSALG had sent round an e-mail about the government guidelines.

### Bonfires

Following some concerns raised by a neighbour to one of the allotment sites to the Town Hall about bonfires, FSALG have placed information at all site notice boards outlining best practice as follows:

- Always ensure that the wind is blowing smoke away from neighbouring properties and roads.
- Only burn waste from your plot, never plastic, rubber, or other toxic materials.
- Ensure that your bonfire is completely extinguished before you leave the site.
- Make sure your bonfire will not endanger neighbouring plots sheds etc.
- Try to compost as much of your rubbish as possible and only burn perennial weeds.
- Take as much as possible of your waste home to recycle in your brown bin.
- Always try to burn dry material to avoid smoke.

**Council is requested to note the above update report, and any other update provided at the meeting, and decide on any actions it deems necessary.**

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