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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr S Harkin (Chairman)
Cllr N Barber (Vice Chairman)
Cllr D Aitchison
Cllr M Morris
Cllr G Newman

Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr K Williams

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 23 February 2022** at **7.30pm**.

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/88182581915>

Alternatively, you may join via the meeting ID 881 8258 1915 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
18 February 2022

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 requests for dispensations from Members on any matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Assets & Services Committee meeting held on 24 November 2021 as a true record. **(Pages 4-7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 17 February 2022 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Building Valuations for Insurance purposes**
To receive a report and to consider quotes for valuing Council's properties for insurance purposes. **(Page 8)**
- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 10-11 & Appendices B & C)**
- 8. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 12)**
- 9. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 13)**
- 10. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 14-18& Appendices D & E)**
- 11. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 19& Appendix F)**
- 12. Flood Memorial Report**
To receive a report on the Flood Memorial and consider any actions deemed necessary. **(Page 20)**

13. Allenby Park/Gosford Way Park Transfers

To receive an update report on Allenby and Gosford Way parks and consider any actions deemed necessary

(Page 21)

14. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 27 April 2022 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at FELIXSTOWE TOWN HALL on Wednesday 24 November 2021 at 7.30pm

PRESENT: Cllr N Barber (Vice-Chairman in the Chair) Cllr D Savage
Cllr D Aitchison Cllr A Smith
Cllr M Morris

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)

255. PUBLIC QUESTIONS

There were none.

256. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Harkin, Cllr G Newman, Cllr M Richardson** and **Cllr K Williams**.

257. DECLARATIONS OF INTEREST

There were none.

258. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 22 September 2021 be signed by the Chairman as a true record.

259. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 18 November 2021.

RESOLVED that the Budget Report to 18 November 2021 be received and noted.

260. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on the recent complaint about the use of non-biodegradable wedding confetti being found in the Town Hall Gardens. Members were satisfied that the procedures in place, such as highlighted instructions in the terms and conditions, on the website and verbal instructions, were sufficient. Members also agreed that the situation should be monitored with caretakers sweeping up any confetti thrown immediately after the ceremony.

Committee considered the quotes for specialist heritage advice on the Town Hall windows.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. staff continue to impress upon wedding guests that wedding confetti that is not biodegradable cannot be thrown. If confetti of any kind is thrown that it be swept up by the caretakers and be monitored.**
- iii. Specialist advice be obtained from Company A regarding the Town Hall windows, with the aim of a recommendation being reported to Committee in due course. The cost of the preliminary report of £900 to be taken from the Town Hall Earmarked Reserve.**

261. WALTON COMMUNITY HALL UPDATE

Members considered the update on Walton Community Hall. The Deputy Town Clerk reported that the cooker at the hall had been tested that week due to a hirer requesting to use it. It was then discovered that there is a fault. When turned on, the cooker trips out the fuses. It was agreed that if the cooker was beyond repair, being over 12 years old, that a replacement be sought.

It was RESOLVED:

- i. that the Walton Community Hall update report be noted; and,**
- ii. repairs if possible are made to the cooker, but if it is beyond repair a replacement be sought, with the cost of up to £300 to be taken from the Walton Community Hall Earmarked Reserve.**

262. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. The Deputy Town Clerk reported that the boiler which had received a new expansion vessel recently when serviced in July was not functioning as it should. Members considered the energy efficiency of the boiler as it was very old but agreed that a repair should be made in the first instance to ensure the building is heated, and consideration be made in the future to possible replacement with a more energy efficient boiler or alternative.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. the boiler at Broadway House be repaired, with the cost to be taken from the Broadway House Earmarked reserve. If the boiler was not economically viable to repair then alternatives for new**

heating should be considered, in consultation with Orwell Housing who lease the flats above the Hall.

263. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report and were pleased to note that refurbishment to the Office and workshop were making good progress. Members also received a verbal update on the order of the electric van and investigations that were currently being made into Hydrotreated Vegetable Oil (HVO) as a suitable fuel alternative.

It was noted that the tree survey report had not been received in time for the meeting and would therefore be brought to the next meeting. Members agreed that if the survey recommended any urgent work to trees, these should be carried out without delay and expenditure should be taken from the Cemetery Earmarked Reserves.

Members also considered quotes for a new bicycle shelter, for staff who cycle to work and visitors who cycle to visit the cemetery. It was agreed that a shelter should be purchased, with the cost – approximately £700 – to be authorised from the Cemetery Earmarked Reserve.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. the tree survey report be brought to the next meeting of Assets & Services, in the meantime, any urgent/necessary work required to be taken from the Cemetery Earmarked Reserve; and,**
- iii. a bike shelter from Shelters4less.co.uk be purchased with the cost – approximately £700 – to be authorised from the Cemetery Earmarked Reserve.**

264. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments from the Administration Assistant. It was noted that the proportion of payment by card and BACS has been higher than in previous years and that there had been a good response to invoice reminder letters. There was consequently a low number of vacancies and these were expected to be fulfilled from the waiting list.

Members noted also that the FAA were planning to commence the ground work for the new community hut, following Council's approval of the funding towards this.

The Council's grounds team were also preparing to create several smaller 'starter' plots from a few larger plots that had been relinquished this year.

Members thanked the Administration Assistant for her report.

RESOLVED that the Allotments update be noted.

265. WAR MEMORIAL& FLOOD MEMORIAL

Committee noted that the improvements to the War Memorial had been completed in time for Remembrance. It was requested that an assessment be made after the work has settled. Minor work such as levelling some slabs may be required. Committee considered a variety of options to refurbish the Flood Memorial during 2022 in time for the 70th Anniversary of the Floods in January 2023. It was agreed that the in-house option should be pursued and a further report should be brought to Committee in due course.

It was RESOLVED that:

- i. the War Memorial work be monitored and any remedial work carried out in good time for Remembrance 2022; and,**
- ii. a report be brought to Assets & Services Committee in due course regarding options to refurbish the Flood Memorial, with most of the work being carried out in-house.**

266. ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

The Town Clerk gave an update on the recent receipt of a report on the two titles and transfers received from Birketts. There were a few queries outstanding; including the location of the gas line, and a section of land within the Gosford Way park which was not included in the title plan. Members discussed the car park outside Old Felixstowe Community Association, which was in the original title, and agreed that this should be included in the transfer.

RESOLVED that the Town Clerk responds to Birkets in accordance with Committee's comments and an update report be brought back in due course.

267. DRAFT BUDGET CONSIDERATIONS

Committee considered first draft proposals for its element of the Council's 2022-2023 budget and reviewed the accompanying notes to estimates in the report. It was noted that several figures were based on the year before the pandemic (2019/20 outturn) since Covid had potentially skewed figures in many areas. The Town Clerk reported that Personnel Committee had considered salary recommendations.

It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2022-23 budget be recommended as presented to Council's Finance & General Purposes for further consideration.

268. CLOSURE

The meeting was closed at 8.40 pm. The next meeting was noted as being scheduled for Wednesday 23 February 2022 at 7.30pm.

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services part of Council's budget. A summary of the position to 17 February 2022 is provided below with a detailed report at **Appendix A**.

1 April - 1 February 2022 (2021 - 2022)

Felixstowe Town Council Summary of Receipts and Payments Summary - Assets & Services

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	22,710.00	21,415.00	-1,295.00	94.30%	86,455.00	57,139.45	29,315.55	66.09%
202 Walton	7,500.00	4,204.99	-3,295.01	56.07%	9,021.00	7,177.00	1,844.00	79.56%
203 Broadway House	2,194.00	1,583.60	-610.40	72.18%	7,354.00	5,975.06	1,378.94	81.25%
204 Cemetery	74,613.00	71,428.14	-3,184.86	95.73%	164,226.00	147,819.64	16,406.36	90.01%
205 Allotments	15,965.00	16,687.06	722.06	104.52%	33,424.00	27,667.11	5,756.89	82.78%
206 Parks & Recreation			0.00	N/A	14,780.00	158.79	14,621.21	1.07%
NET TOTAL	122,982.00	115,318.79	-7,663.21	93.77%	315,260.00	245,937.05	69,322.95	78.01%

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Committee is requested to consider the budget report to 17 February 2022 and decide on any action it deems necessary.

AGENDA ITEM 6: BUILDING VALUATIONS FOR INSURANCE PURPOSES

Council's buildings were last valued for insurance purposes in September 2016. Our insurers recommend that a firm of Chartered Surveyors completes a revaluing exercise on every building for insurance purposes every five years (The Royal Institution of Chartered Surveyors (RICS) recommends every 3 years).

Depending on when they were last valued and the increased in the past years, there is a risk of under-insurance which can have significant consequences if a claim is made.

Buildings sums insured need to reflect the full cost of reinstating a building following a total loss. In addition to materials and labour, this includes all associated costs such as demolition, debris removal, planning and professional fees. A building's market value (the price of the property if you were to sell) is irrelevant for insurance purposes, and its use for building sums insured is a frequent source of underinsurance.

Our Insurers tend to make an estimated judgement on increases of building values and this forthcoming year will increase the values by 9%. On speaking with some surveyors they feel that properties such as ours have increased in recent years and it would be prudent to have them revalued.

Three quotes have been obtained:

Company A – are the company who carried out the valuations in 2016 have quoted £895 +VAT

Company B – carry out a lot of Suffolk County Council buildings are quoting £1,950.

Company C – A Felixstowe Company have quoted £4,000 just for the buildings with the War and Flood Memorials to be confirmed in addition.

As the cost of these valuations have not been budgeted for, the cost would be required to come from an Earmarked Reserve. There is currently no earmarked reserves for the Administration cost centre, which is where the insurance budget sits (which covers the annual premium). The cost could be split equally against each building's earmarked reserve ie Town Hall, Broadway House, Walton Community Hall and Cemetery Earmarked Reserves.

Committee is requested to consider the report on Building Valuations for Insurance Purposes and decide on any action it deems necessary.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Windows update

A preliminary report has been completed by the Heritage Specialist and is shown at **Appendix B**, (*Minute #260iii of 2021/22 refers*). Members may wish to read this in conjunction with the East Suffolk Council Historic Environment Supplementary Planning Document which was produced in July 2021. In particular section 10 and paras. 10.25 and 10.26. here:

<https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Historic-Environment-SPD/Historic-Environment-SPD-reduced.pdf>

Pre-planning advice is shown at **Appendix C**. Clarity was sought from the Planning Department at East Suffolk regarding planning permission for refurbishment versus replacement, to which the response was:

“the refurbishment/repair of the windows is unlikely be classed as development unless there would be any changes to the window appearance - this would likely be depend on whether the frames need to be altered in any way to allow for new double glazed units. Replacement of the windows with identical replacements is likely to be considered de minimis, without need for a planning application - but the replacements would need to be of the same materials and have an identical appearance to the existing.

For avoidance of doubt, 'appearance' refers all features of the existing windows including colour, size, aperture, form, profile, glazing arrangement, glazing bar layout, framing and method of opening.”

Council’s Climate Emergency Working Group met on 28th January 2022 and were updated on the report, which was in the process of being put together. The group agreed that the windows chosen should be the most thermally efficient and environmentally sound in the long term.

The report on Window repair or replacement from Plaice Architects studies national guidance from Historic England, and local guidance from East Suffolk Council Planning Department. It examines the current condition of the windows and considers options to repair and/or replace. It also considers the life cycle of the windows and gives in depth regard to the thermal quality and sustainability of the windows.

In the report’s conclusion (page 22) 9.7 states ‘At this stage, based on the initial requirements of “Thermal Quality” and being “Environmentally friendly”, and in being an example in a conservation area, and with cost effective capital expenditure, the best option appears as:

- Repair existing windows and install Fineo glazing with heavy duty ironmongery.

9.8 If the Town Council has considered replacement windows and has the budget,

- The best environmentally friendly option appears to be modified softwood.

A Planning application would probably be required for most types of double glazing.

An alternative to Fineo could be slimline DGU's which would be nearer the appearance of the existing single glazing, including glazing beads. For slimline, 12-16mm DGU's achieving U-value of about 1.6 w/m2/deg C. investigate "Sashlite":

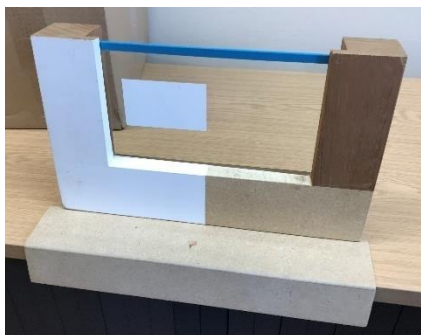
https://www.uaqglass.co.uk/ultra-thin-double-glazedunits-sashlite/?gclid=EAlaIQobChMI3s392Nrt9QIVw49oCR0jRA88EAAYASAAEgK2IfD_BwE

It is clear from the report that all quotations were lacking detail in certain areas. The quote received for refurbishment with Fineo glazing was vague in places (see bottom of page 12 & page 13 in the report) so clarification would be required on this quote.

As a reminder the quote received for Fineo glazing was as follows:

Company C - To sand the woodwork down to bare wood as necessary, remove rot and treat affected areas with wood hardener, repair woodwork with Accoya and Tricoya timbers, remove old glass, prepare windows for re-glazing with Fineo glass, reinforce window frames, install Fineo glass, adjust weights and pulleys, replace ropes as necessary, to repair and replace compromised beading/putty as necessary, install draught proofing, prepare all woodwork for painting, paint the above woodwork and remove rubbish. 20 year guarantee on all Tricoya and Accoya timber repairs, 15 year guarantee on Fineo glass, 10 year guarantee on paintwork. Public Liability Insurance cover £5m. Time needed to do the work is approximately 3 weeks, use of the Courtroom Gallery for workshop required, with protective covers on carpet provided.

Ultra slim FINEO glass has a thermal insulation value of 0.7 W/(m².K), which is equivalent to triple glazing, and up to 8 times better than single glazing.



"Tricoya is a high performing wood fiberboard designed for environments of wet, high humidity or fully weather exposed applications. This would be applied on top of the existing wooden frames and cills."

Total cost +VAT

£37,240

For replacement windows as well as UPVC, hardwood quotes were obtained as requested by Council (*Minute #125 2021/22 refers*). Three softwood quotes can be obtained to be compared with 3 refurbishment with Fineo or Sashlite glass for the next meeting.

Committee is requested to consider the Town Hall update, and decide on any action it deems necessary.

AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE

In accordance with discussion at the previous meeting, a new cooker was purchased for the kitchen at Walton Community Hall and fitted in time for a hirer to use for a Christmas event (*Minute #261 ii 2021/22 refers*).

The cost of the cooker including fitting and removal of the broken cooker was £249.16 +VAT and was taken from the Walton Community Hall Earmarked Reserve.



In response to the Government's 'Plan B' guidance, some hirers temporarily suspended their activities. However, we are receiving more enquiries for one off hires and have also gained two new regular hirers.

Committee is requested to note the Walton Community Hall update and decide on any action it deems necessary.

AGENDA ITEM 9: BROADWAY HOUSE UPDATE REPORT

Boiler repair

The boiler was successfully repaired at the cost of £318.02 +VAT. A new circuit board was fitted to the Worcester combination boiler and it is currently working well. The cost of this will be taken out of the Broadway House Earmarked Reserve as agreed at the last meeting (*Min #262 ii 2021/22 refers*).

A-board for the front of Broadway House

A request has been received from FOPWA to erect an "A" board on the forecourt of Broadway House:



As per the terms of the lease, permission from the Council is required before FOPWA can install anything outside on the forecourt. The proposed A-board will highlight the location of Broadway House and that the facility is open.

Recently they have had some new visitors who had found it difficult to locate them. They had been following the "finger post" signs in the town centre pointing to "Senior Citizens Centre", but didn't realise that place they were trying to find was Broadway House.

One suggestion is, which would fit in with Council's Felixstowe in Flower scheme, is for Broadway House to have one or more flower planters in front of the building. They could possibly incorporate into the planter(s) something to advertise the name "Broadway House" and its purpose and function.

Committee is requested to consider the Broadway House update report and decide on any action it deems necessary.

AGENDA ITEM 10: CEMETERY UPDATE REPORT

Cemetery Office

Further to a flooding issue, where rainwater appeared to come into the shoring room and through to the office, the door between the two rooms was bricked up and latex waterproofer applied. However, in the week or so following this work, the brick walls either side showed moisture rising. This is now being monitored, but seems to be improving. It is hoped that some flooring can soon be purchased for the office.

The new front door to the office has now been fitted, and blinds added to provide privacy.



It is proving a challenge to get quotes from plumbers but the project to replace the sink and taps in the workshop is ongoing.

Tree Surveys

The Tree survey was carried and can be seen at **Appendix D**. With the addition of new staff at the cemetery, a lot of the urgent work has been enabled to be carried out in house.

The high priority work (advised to be carried out within 2 months) that is left and will require Scott to carry out is as listed in the Tree Survey:

Cemetery	C68, C70, C51, C52
Taunton Allotment	T3
Peewit Hill	P29

This will cost £1,490, based on the price quoted within the survey. This cost is required to be funded from the Cemetery Earmarked Reserve.

The tree survey details further work which, having been given an 18-month priority, can be carried out in the new financial year.

A tree that has blown down and is leaning over at Taunton Road. A quote is being obtained for this and will follow. This is required to be funded from the Cemetery Earmarked Reserve but should cost no more than £300.

Bike Shelter

The bike shelter has now been installed and is being used by both staff and visitors. Wooden trellis was donated and will be planted up with trailing plants.



Staff Training

Two members of staff at the Cemetery will shortly be carrying out two essential training programmes. They will be attending training on an ICCM (Institute of Cemetery and Crematorium Management) Memorial testing course, and an instructor will be teaching the qualification for digger operation over a weekend. This has caused an overspend on the Training budget of £720, with an invoice for the Digger training still to be expected at £1,193+VAT, the Cemetery training budget will be overspent by £1,913.

PPE

There is an overspend on the Cemetery equipment budget as this covers PPE, including boots and protective wear for the two new employees.

Electric Van

Committee is requested to note that the electric van which we had been ordered, with an expected delivery date in April, is no longer going to be manufactured. The dealer network has received news from Renault that the factory that produces the current Renault Kangoo Etech EV has been closed and all orders of this vehicle cancelled as a result of the shortage of the batteries.

This means that options for an electric van will need to be reconsidered.

As Renault will no longer be manufacturing the model Council ordered, the pricing for the new Kangoo Etech is not available until May, with delivery not likely until August. It is expected the price will increase by at least £5,000 on the total price. We can go on the list for priority build, to replace the cancelled build, with no obligation to order until the price has been released.

Bristos Garage have available the same model but with some extras, as their ex-demonstrator available for sale. Unfortunately, this is not available to lease or hire. It is being offered at a sale price of £20,000 +VAT, which would include the 3 pin charger and have a bar on the roof for a flashing beacon light. This is the vehicle that the Cemetery staff initially test drove. The van was first registered 2/6/2021. Manufacturer warranty on this vehicle will run until 01/06/2024 or 100,000 miles. Battery warranty is 5 years from registration. It has completed just over 2,000 miles from New. Metallic Silver in colour. First service not due until 02/06/2023 or 25,000 miles. It is pay as you go with servicing, but as with all electric vehicles servicing costs are far less than fuel vehicles.

When Members considered outright purchase versus hiring, it was decided that hiring on a 3-year contract would provide greater assurance and flexibility for Council, recognising that EV technology is changing rapidly (*Minute #238i refers*).

Alternative options to the Renault Kangoo have been investigated. For example, the Peugeot ePartner, Vauxhall eCombo and Citroen eBerlingo vans. They have 50 KWh battery with a 171 mile range weight load permitting, 135 BHP motor with towing capacity of 750kg. They also have ability for rapid charging at 100kW.

Prices are being obtained from local garages, but the list prices are as follows:

Peugeot ePartner, £29,469 or contract hire at £383 per month (exc VAT for 3 years with initial payment of £2,298 (total cost for contract hire: £16,086)

Vauxhall eCombo, £32,377 or contract hire at £337 per month (exc VAT) for 3 years with initial payment of £2,022 (total cost for contract hire: £14,154)

Citreon ë-Berlingo £30,185 or contract hire £383 per month (Exc VAT) for 3 years with initial payment of £2,298 (total cost for contract hire: £16,086)

Although these vans have towing capacity – which the Renault Kangoo does not - they would still not be sufficient to tow the bowser for watering hanging baskets or transporting the mini digger. To provide context to the watering and the towing requirements, our bowser is 1100 litres and usually takes 1½ - 2 loads to water all

the baskets in the Summer. One litre weighs one kilo - so full our bowser weights 1100kg+ the bowser and pump at 315kg. The weight of the digger is 1.5 ton and the trailer by itself is listed as weighing 650kg. It is anticipated that the Council's truck will continue to facilitate towing needs until such a time as it is beyond its serviceable life. At which point an EV truck can be considered.

The Vauxhall eCombo currently has a 6-month lead time. Peugeot currently has a van cancelled customer order which, if considered suitable and still available, could be ready in June.

Cemetery staff are currently arranging to test drive both the Vauxhall and the Peugeot van.

In summary, to lease a different electric van, the wait is likely to be around 6 months. Purchasing a second hand (1 or 2 year old) electric van would be more immediate. If an outright purchase was decided to be best, other quotes to compare with the demonstrator at Bristos could be obtained.

The cost of the lease has been allowed for in the budget for 2022/23 and the deposit was agreed to be taken from the Asset Repair and Replacement Earmarked Reserve. If Members feel that Council should purchase the van outright, there is currently £21,032 in the earmarked reserve, which would require approval from Council.

Power Tools

Council's Climate Emergency Working group recently considered a report on replacing Council's dated garden equipment with battery powered tools.

The estimated carbon reduction has been calculated, considering a switch to battery tools, as well as how much fuel would be saved. Last year we used 314.68 litres of fuel in machine tools. This was during limited capacity, with 2 members of staff for half of the year. There are now 4 members of staff working on tools. With a current average price of £1.46 per litre, that means that in 2021 we used £459.43 of fuel in our tools.

The CO2 emissions from petrol and diesel are around 2.4 kg per litre. Based on last year's consumption, this would be a saving of 755.23 kg of CO2 emissions. As Council's electricity supplier uses 100% renewable energy, this is a considerable reduction in our carbon footprint.

The transition to battery power tools is not only about the reduction in fuel and servicing costs, or a reduction in carbon produced. The transition will better protect the health of the grounds team. Vibration and noise emitted from tools would be dramatically reduced, and no harmful fumes will be inhaled by the grounds team. Staff presently have to add in fuel additives, containing harmful substances, to the existing equipment.

The staff have seen both Stihl and Husqvarna tools used by other companies and have so far used a few Stihl battery tools and they are impressed with how well they

work. A supplier we use have been planning to arrange a demo with the Husqvarna tools, however, this has been delayed due to covid.

Considering the information received so far, the Husqvarna tools appear to be more robust and impressive, they are listed as IPX4 weatherproof, but are a little more expensive. Stihl tools have a large number of different batteries whereas the Husqvarna have just two types of batteries, a little one and a big one, which makes interchangeability much easier.

A report can be found at **Appendix E** and shows the equipment that would be required to replace all existing equipment alongside the RRP from the manufacturers for both Stihl and Husqvarna battery tools. If agreed, three quotes will be obtained from local suppliers which are likely to be less than this.

The lists show one of each tools/battery. In reality, the Cemetery staff will need 2 of the brush cutters and multiples of each battery. Most likely they would need 2 of the backpack batteries and probably 3-5 of the little ones to be safe. Additionally, multiple battery chargers will be required.

The majority of the existing equipment is almost at the end of its life. The chainsaw, which is being maintained regularly to keep it working, is now becoming less reliable and is nearly 10 years old. The long handle hedge cutter has had a significant number of problems due to it requiring premium fuel, and there are issues with performance. The strimmer and brush cutter are fairly old considering the heavy usage. The brush cutter previously had a lot of money invested in a rebuild after it seized. The small blower has had several repairs this year, but is now losing power and seems to be nearing the end of its life. The backpack blower leaks fuel.

The equipment that is currently in good working order includes the lawn mower, pole saw, short handle hedge trimmer. These would be kept as back-up equipment alongside the brush cutter.

If the power tools are agreed, funding would be required to come from the Cemetery Earmarked Reserve.

Committee is requested to consider the Cemetery update report and decide on any action it deems necessary.

AGENDA ITEM 11: ALLOTMENTS UPDATE REPORT

As of 16th February 2022, allotment vacancies were as follows:

	Total plots	Occupied (un-useable)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	314	301(2)	14	14 (1)	3
FERRY ROAD	97	97	0	12 (1)	0
RAILWAY HILL	44	43	1	5	0
CEMETERY	4	4	-	-	0
TAUNTON ROAD	20	15	5	0	0
TOTAL	479	458	21	31	3

Of the current 21 vacant plots:

Seven of the vacant plots on Cowpasture are being made into 20+ smaller microplots for our new 'Allotments' site.

There are plans to create a small orchard in the area of two of the vacant plots at Taunton Road, which have been vacant for a number of years due to their position.

The entrance to the Cowpasture site was disrupted temporarily due to works to Candlet Road. However, we understand that the main body of the works are now complete and, following negotiations between the Felixstowe Allotment Association and the contractor, the front of the access road has been given a new surfacing.

Following a 6-month trial of portaloos at Cowpasture, the Felixstowe Allotment Association would like to purchase two portaloos (one for Cowpasture and one for Ferry Road) and has asked the Council to fund the ongoing servicing at around £600+VAT per annum (**Appendix F**).

It should be noted that, other than during the trial period, the Council does not have any ongoing contract/relationship with Premier toilet hire. The FAA has been asked whether the tenants of Cowpasture and Ferry Road would be willing to stand a nominal (c.£2) annual surcharge to cover this provision, given that this will be an ongoing annual additional cost to allotments, should Committee wish to support but seek to keep the service cost-neutral.

Committee is requested to consider the Allotment update report and decide on any action it deems necessary.

AGENDA ITEM 12: FELIXSTOWE FLOOD MEMORIAL

In the lead up to the anniversary of the 1953 floods on 31st January, Council staff carried out some general maintenance to the Flood Memorial.

At Committee's request, quotes have been obtained to carry out in-house refurbishments to the memorial:

- Replace brass plaque with laser engraved stainless steel – approx. £60
- Clean the wall - This can be carried out by hiring a pressure washer at a cost of £40 approx, or can be done using brick acid. However there is concern regarding runoff onto the grass.
- Patch in and clean up mosaics – This can be cleaned inhouse
- Paint timber - This can be stained in house £16 per tin
- Get extra shingle to top up levels – Cost of shingle approx. £50
- Clean block paving stones – This can be cleaned inhouse
- Touch up fence - This refurbishment is potentially problematic as the paint previously used is no longer accessible. Therefore, it may have to be repainted completely.
- Remove broken timber (and either replace with more timber, plants or other material such as metal) – a decision needs to be made on the preferred material for this as, depending on what is chosen, it will affect how the existing is removed and how the new timber is installed. See photograph below:
- Replace Bench – Ideas for what type of bench and costings to be obtained. This could be done in house, with reclaimed treated river wood
- Clean obelisk – A stonemason advises that cleaning is the best course of action as opposed to coating it in any substance.

Members may wish to consider options for the broken timber, as shown in the picture below, and options for a replacement bench.



Committee is requested to consider the Felixstowe War Memorial & Flood Memorial report and decide on any action it deems necessary.

AGENDA ITEM 13: ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

Following Committee's consideration of the transfer of Allenby Park and Gosford Way Park at the previous meeting, Council's solicitors have concluded their report and the transfer documents are complete. The solicitors have confirmed that Council will have good title to the properties following the transfer.

At Committee's request (*Minute #266 of 2021/22 refers*) the car park at the Gosford Way park, which also serves the Old Felixstowe Community Centre, has been included in the transfer title.

The Clerk has also requested that an up-to-date tree survey be carried out on the parks by East Suffolk Council and a small section of pathway repaired at Gosford Way Park before the transfer is completed.

Subject to there being no other matters which Committee considers outstanding, the transfer documents are ready for signing, with approval required from Council.

Committee is requested to note that solicitors fees for this project have caused an overspend on the Council's budget for Professional Fees. However, the budget for parks is largely unspent in the current financial year which will more than mitigate the overspend.

Committee is requested to consider the report on title for Allenby Park and Gosford Way Park, and decide on any action it deems necessary.
