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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 27 April 2022** at **7.30pm** for the transaction of the following business:

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.

To join the meeting please follow this 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
22 April 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 one minute 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 23 February 2022 as a true record. **(Pages 3 - 8)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 31 March 2022 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Building Valuations for Insurance purposes**
To receive a report on the reinstatement cost of Council's properties for insurance purposes. **(Page 10 & Appendix B)**
- 7. Assets Register**
To review the Council's Asset Register and recommend to Council for approval. **(Page 11 & Appendix C)**
- 8. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 12 – 14 & Appendix D)**
- 9. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 14)**
- 10. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 15)**
- 11. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 16 - 18)**
- 12. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Pages 19 - 20)**
- 13. War Memorial & Flood Memorial**
To consider a report on the Felixstowe War Memorial and Flood Memorial. **(Pages 21 - 22)**
- 14. Repair of Deputy Mayors Jewel**
To consider a report on repairs to the Deputy Mayors chain **(Page 22)**
- 15. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 6 July 2022 at 7.30pm.

Candlet Road development, improvements had been made to the Cowpasture access road by the Contractors.

Members considered a request from the FAA for funding towards the servicing of 2 Portalooos (one for Cowpasture and one for Ferry Road allotment sites) at around £600 +VAT per annum. Mr Farthing, Chairman of the FAA was enabled as a participant on Zoom to update members on the request.

A surcharge on allotment rent would be difficult to administer as some allotment holders have more than one allotment and two of the sites will not have this facility. Although there is a Repairs and Maintenance budget, this figure is calculated on previous year's spend and the budget for 2022/23 has not allowed for a cost of £600 to be spent on servicing portalooos.

The FAA AGM takes place on 24 March, and members requested that Mr Farthing ask FAA members if they would consider an increase to their subscription fees to cover the servicing of the portalooos. Mr Farthing will report back to the Town Clerk with feedback from this meeting in time for the next Assets and Services committee meeting.

Members thanked both the Administration Assistant for her report and Mr Farthing for the work that the FAA carry out at the allotments.

It was RESOLVED that:

- i. the Allotments update be noted; and,**
- ii. a report from the Felixstowe Allotment Association's AGM regarding covering the servicing costs of 2 portalooos be reported to the next meeting.**

384. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2022.

Members noted the overspend on Cemetery staff training and also Equipment to cover PPE including boots and protective wear for the two new employees. Members also noted the Skips/Digger budget for both Cemetery and Allotment was likely to overspend due to extra work being carried out at the Cemetery.

RESOLVED that the Budget Report to 17 February 2022 be received and noted.

385. BUILDING VALUATIONS FOR INSURANCE PURPOSES

Committee considered three quotes for a Reinstatement Cost Assessment on all Council buildings (the Town Hall, Walton Community Hall, Broadway House, Felixstowe Cemetery), the Flood Memorial and War Memorial.

It was RESOLVED that:

- i. Company A be instructed to carry out the building valuations for insurance purposes; and,**
- ii. The cost of £895 +VAT be taken from Earmarked Reserves, being split equally against each building's earmarked reserve i.e. £223.75 each from Town Hall, Broadway House, Walton Community Hall and Cemetery Earmarked Reserves.**

386. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on a conversation with the Heritage Specialist further to receiving the preliminary report for the Town Hall windows. Members considered the preliminary report and advice that had been received regarding obtaining a Schedule of Works. The Schedule of works can be submitted to East Suffolk Council (attached to the Heritage Statement) as part of a planning application, and as a schedule it can be issued to building contractors specialising in joinery repairs; to enable their estimates to be priced on a like-for-like basis. It will also ensure that all Health and Safety including scaffolding and redecoration to original standards are covered.

Members agreed that the Architects who had carried out the preliminary report had provided a very comprehensive report and had obviously carried out a lot of background work already. Committee requested that a Schedule of Works be obtained from this architect as per the quote received of £1,500 +VAT to be funded from the Town Hall Earmarked Reserves.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. a schedule of works be obtained from Plaice Architects at the cost of £1,500 to be taken from the Town Hall Earmarked Reserve; and**
- iii. the schedule of works details that the Town Hall must remain open to the public and members of staff throughout the proposed work and to carry out the work around wedding dates in the diary.**

387. WALTON COMMUNITY HALL UPDATE

Members considered the update on Walton Community Hall and noted that the new cooker had been purchased at £249.16 +VAT funded from the Walton Community Hall Earmarked Reserve as previously agreed to a maximum £300 (*Minute #261 ii 2021/22 refers*).

RESOLVED that the Walton Community Hall update report be noted.

388. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. Members noted the cost of the boiler repair that had been previously agreed to be taken out of the Broadway House Earmarked Reserve was repaired at a cost of £318.02 +VAT (*Min #262 ii 2021/22 refers*).

Members considered the request from FOPWA to erect an A-Board in front of Broadway House and to incorporate that into a flower planter. Members agreed that this would be beneficial to visitors but suggested confirmation of planning permission rules be sought with regards to an A-Board. Members also wanted confirmation that the sign would not block the way for disabled wheelchairs and scooters.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. FOPWA be sent planning permission guidance and Committee's approval subject to not blocking the facility for disabled access via wheelchairs and scooters.**

389. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report. Members were pleased to note that a lot of the urgent tree work from the tree survey recently carried out had been actioned in house. Members considered the 6 trees that required work from a professional and also the recent tree that had blown down at Taunton Road. Members agreed for the cost of this work, a total of £1,790 to be taken from the Cemetery Earmarked Reserve.

Members were also pleased with the erection of the bike shelter and thanked staff for their work and the donation of trellis by a member of staff.

Committee considered the report on the electric van cancellation of order due to that model no longer being manufactured. Members considered both the outright purchase of a demonstrator model of the same that was ordered and also some new models from alternative manufacturers on the same 3 year lease than had been agreed for the Renault Kangoo Etech.

Members requested that investigation be made into installing a 7kw charger as the new electric van will have a larger battery. Members agreed it was important to consider solar panels and battery storage in the future, however, this may be more appropriate once plans are drawn up for the Cemetery extension.

Members considered the report on power tools and the recommendation from Council's Climate Emergency Working Group. Committee welcomed the

benefits both to the environment and also the health of the staff operating the equipment. The power tools will be securely locked away once purchased. Members agreed that Husqvarna battery operated tools, although slightly more expensive were more heavy duty and had a simpler battery system. Members requested that 3 quotes be obtained for the Husqvarna power tools and that the cost be funded from the Cemetery Earmarked Reserve, which will require approval from Council.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. the urgent tree work from the Tree Survey be carried out, the cost of £1,790 to be taken from the Cemetery Earmarked Reserve; and,**
- iii. staff consider other options to lease an electric van, via test drives and to obtain quotes from local garages. If a 3 year lease can be obtained for less than the already agreed amounts (*Minute #238i 2021/22 refers*) then the order should go ahead; and**
- iv. options for charging the van are investigated including using a 3 pin charger as well as costs for installing a 7kw mains charger; and,**
- v. three quotes be obtained for replacing all garden tools with Husqvarna, with a recommendation to Council to be taken from the Cemetery Earmarked Reserve.**

390. FELIXSTOWE FLOOD MEMORIAL

Committee considered details of options to refurbish the Flood Memorial during 2022 in time for the 70th Anniversary of the Floods in January 2023. A member suggested contacting Coastal Partnership East for some reclaimed timber that could be used. Two members of the Felixstowe Society have asked to be involved, and the original artists may be able to provide input also.

It was RESOLVED that:

- i. The Felixstowe Flood Memorial report be noted; and,**
- ii. Further investigations be made into reclaimed timber from the Coastal Partnership East; and,**
- iii. Consultation be made with the Felixstowe Society and the original artists.**

391. ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

Committee considered the update report on the transfers of Allenby and Gosford Way Parks. A Member enquired about the section of land within the Gosford Way park which was not included in the title plan, confirmation will be obtained

from the Town Clerk but it is believed that this has never been included in the title plan, however, ownership has been passed down for this strip from when FUDC owned it. Members were pleased that the car park outside Old Felixstowe Community Association, was to be included in the transfer. Members requested that once in ownership of the Town Council, that an electric car charger be considered, this may have to be in partnership with OFCA who may be able to obtain a grant towards it.

A Member also enquired as to whether the Allenby Park locking and unlocking was going to be continued. The Deputy Town Clerk confirmed that it was included in the budget for the forthcoming year and may be carried out in house in the future.

RESOLVED that it be recommended to Council that the transfer of ownership of Allenby Park and Gosford Way park from East Suffolk Council to Felixstowe Town Council be formally authorised, subject to any recommendations from a final tree survey being carried out by East Suffolk Council.

392. CLOSURE

The meeting was closed at 9.06 pm. The next meeting was noted as being scheduled for Wednesday 27 April 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 31 March 2022 is provided below with a detailed report at **Appendix A**. A financial report from 1 April 2022 will be brought to the July Assets & Services meeting.

1 April - 31 March 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	22,551.66	-158.34	99.30%	86,455.00	83,450.01	3,004.99	96.52%
202 Walton	7,500.00	5,874.16	-1,625.84	78.32%	9,021.00	9,008.88	12.12	99.87%
203 Broadway House	2,194.00	1,583.60	-610.40	72.18%	7,354.00	7,095.76	258.24	96.49%
204 Cemetery	74,613.00	97,529.47	22,916.47	130.71%	164,226.00	180,595.11	-16,369.11	109.97%
205 Allotments	15,965.00	16,885.24	920.24	105.76%	33,424.00	35,023.19	-1,599.19	104.78%
206 Parks & Recreation			0.00	N/A	14,780.00	180.79	14,599.21	1.22%
NET TOTAL	122,982.00	144,424.13	21,442.13	117.44%	315,260.00	315,353.74	-93.74	100.03%

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Committee is requested to consider the budget report to 31 March 2022 and decide on any action it deems necessary.

AGENDA ITEM 6: BUILDING VALUATIONS FOR INSURANCE PURPOSES

Council's buildings were valued for insurance purposes On 6 April 2022, with the company who had valued them in 2016 (*Minute # 385 2021/22 refers*). The report from the Valuers can be found at **Appendix B**.

The Building sum insured needs 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%.

The following table lists the Building Sum insurance with Zurich currently and the reinstatement valuations:

Premises Address	Building Sum Assured	Reinstatement valuation
Town Hall	£2,839,992.30	£2,630,000
Broadway House	£1,120,952.16	£1,068,000
Walton Community Hall	£924,878.24	£931,000
Cemetery Buildings	£159,078.88	£168,000
War Memorial	£119,476.58	£130,000
Flood Memorial	£60,317.44	£56,000
Total	£5,224,695.60	£4,983,000

These values have been forwarded to our Insurers to adjust the premium accordingly. Pending the completion of transfer, the two parks which Council will be responsible thereafter will be added to the insurance schedule. Any additional premium for insuring the parks will be reported in due course.

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

AGENDA ITEM 7: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix C**. The first part of the document is as in previous years, with a print out from Scribe software as these can now be input onto the system. This will allow us to assign photographs and further information on assets which will prove useful.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the year since 1 April 2021.

Committee is requested to review and approve the Asset Register to 31 March 2022 for onward referral to Annual Council.

AGENDA ITEM 8: TOWN HALL UPDATE REPORT

Windows

A Schedule of Work was instructed from Plaice Architects and a first draft has just been received and is shown at **Appendix D** (*Minute # 386 2021/22 refers*). Subject to some minor amendments the Schedule will be issued to building contractors specialising in joinery repairs to provide estimates on a like-for-like basis. Plaice Architects are currently putting together a list of suggested specialist contractors who can be approached to quote for this work. They will also be providing a Form of Tender, that the contractors can return to us with their quotes.

Subject to confirmation from East Suffolk Council that the work does not require planning permission, the plan will be for the work to start in Autumn 2022. The work will be programmed to avoid weddings (currently there are only two weddings between 10th September to 1st December). If contractors quoting agree this timescale is doable then we will advise wedding couples of the likelihood of scaffolding.

The tenderers are required to be FENSA registered for replacement windows or to make a building regulations application on behalf of the Council (there will be a charge for the application and inspection charge made by East Suffolk Council).

The Schedule of work details many requirements from the contractor in connection with health and safety, COSHH requirements and fire precautions. The Contractor is also required to remove and dispose of all rubbish daily and to leave the site and building tidy at evenings and weekends, and clean on completion. They will be required to dispose of rubbish in accordance with waste management current legislation.

On page 14 of the document 5.0 Schedule Of Window Repair Or Replacement, the table lists the details of work to be quoted for each window. Each window's glazing is to be disposed of and rebates created for ultra slim double glazing from Fineo. The assumption is that Fineo is 7mm thick replacing 4mm single glazing. (Manufacturer reports Fineo is 6.7 - 7.7mm thick). The contractors are being asked to price on piece repair where possible. Once scaffolding is in place, they will inspect each window to be repaired and report to the Town Council if the windows are in worse condition, than described in the schedule. If more window sashes need to be replaced than noted below, the Town Council will be required to check with East Suffolk Council and gain approval from both Planning (and Building Control if the firm is not FENSA registered).

At each window, the contractor will check the frame and all beads and cills for filler, rot and reinforcement and any areas found will be reported. The Contractor will be asked to price for piece-repair of all external architraves at all windows at junction with cill and renew to 400mm above cill and to match existing profile (excluding paint) and scarf joint. If any piece repairs are required they are requested to price for Douglas Fir scarf-jointed or half-jointed to existing sound timber.

Draught seals are to be installed at all sashes. The windows will be primed completely with aluminium based primer and one factory painted undercoat before delivery to site. Paint second undercoat and top coat on site will also be included.

There are currently two questions which probably won't be able to be answered until after the work is completed. Currently there is secondary glazing units available to most windows. These could be kept and put up in Winter and taken out and stored for the Summer. It may be that with the double glazing these will not be needed but for extra thermal quality, it could be used in certain rooms if required. The caretakers will dismantle prior to the work and store safely. The caretakers will also take down and store the blinds and curtains prior to the work being carried out.

On a similar theme, during the last refurbishment of the windows a film was applied to all the windows to cut out the glare. Plaiice are awaiting Fineo to detail whether their Solar Glass may be a good option, however, this may be more expensive and their normal glass may suffice. If after the windows are completed it is felt that film would be a good addition this can be considered on a room by room basis at a later date.

3.29 CDM Regulations 2015 – facilities for the contractor and WC and hot water supply, by law both a hot water supply should be provided and also mess room facilities (although many contractors will eat their lunch in their van). The document currently states that contractors should use the public toilets, the architect has since visited the toilet in the Town Hall gardens and has commented that this is not a good option as the Gents is currently shut and the disabled toilet is being used. Members could consider whether to allow contractors to use a toilet in the Town Hall specifically for them during the works, and the Schedule of Works can be amended as such.

The Schedule of Works is currently in draft form, and any questions can be clarified by the architects.

Registrar's Office

The Property department at Suffolk County Council and the Registrars have been in touch regarding their accommodation at the Town Hall as they would like to resume appointments as soon as possible. Since the pandemic Registrars have not been using the office for registering births and deaths.

They are currently working with our caretakers to give the rooms a bit of a refresh. New furniture has been ordered and delivered, and paint purchased for which our caretakers will redecorate the rooms.

The Registrars have asked if the Council will replace the carpet tiles as they consider them to be worn. However, the carpet does appear to have plenty of life left. If the Council, as Landlords, do not consider that the carpet requires replacing, it could permit the Registrars to replace it themselves. Notwithstanding, the caretakers will shampoo the carpet after redecorating.

Both windows in the Registrar's office are stuck closed and are being looked at by a local windows specialist to repair and provide ventilation.

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

AGENDA ITEM 9: WALTON COMMUNITY HALL UPDATE

Window Catches

The spring inside the window catches were starting to fail from overuse. This resulted in windows not staying closed. The windows drop diagonally down from the top and are opened with rod.

New catches were purchased for all the windows and fitted in house by the caretakers. The cost came from the repairs and maintenance budget for 2021/22.

Cost of electricity

With energy prices increasing dramatically, the cost to run Walton Community Hall has dramatically increased in the last few months. Work will be carried out once again to review heating options. With one local community hall recently increasing their hire prices by 70%, consideration may be needed when hire prices are reviewed in September.

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

AGENDA ITEM 10: BROADWAY HOUSE UPDATE REPORT

Attendees returning to the centre has been very slow since reopening after the pandemic. Although in the most recent sunny weather there has been an increase. FOPWA are already working with the Social Prescribers/Community Connectors and have recently put an advert in the Spotlight. There will also be an article in the Town Council Summer magazine and promotion via social media will be made to encourage usage of the building.

FOPWA have been forwarded the planning permission guidance on advertising boards (*Minute # 388 2021/22 refers*) and note Committee's request to ensure that the flower tubs with built in signs do not block the facility for disabled access via wheelchairs and scooters. They are looking for the sign to be put out when they are open and removed or changed to closed when they are not. The position is likely to be nearest the road so they can be seen from people approaching from Bank's Corner. Consideration will also be made into not blocking any vehicle driver's vision when exiting the car park. They are currently looking to place two wooden flower containers with built in signage.

The photos below show the positions that they are planning:



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

AGENDA ITEM 11: CEMETERY UPDATE REPORT

Headstone Testing

Further to the introduction of Council's Memorial Headstone Testing Procedure (*Minute # 490ii 2020/21 refers*), two members of staff recently attended a 'Management of Memorials' course run by ICCM (The Institute of Cemetery and Cremation Management). The training covered memorial testing practices, options for dealing with unsafe memorials and effectively managing risks. It also covered how to sensitively deal with the bereaved and concerns they may have over any memorials that are deemed as unsafe.

A dangerous memorial is defined as a stone that will move and continue to fall to the ground with the exertion of a force of 25kg or less. As a Burial Authority, Council has responsibilities under the Health and Safety at Work Act (1974) and Occupiers liability Act (1957) to ensure the site is maintained in a safe condition. However, it is the grave owner who is responsible for maintaining the memorial in a safe condition. The legal permission to ensure that it is safe comes under the Local Authorities Cemeteries Order 1977 and LACO articles 3 - A Burial Authority may do all things they consider necessary for the proper management, regulation and control of a cemetery and LACO Article 16 (2)(b) - A Burial Authority may alter the position on a grave or re-erect at another place in the cemetery or elsewhere any tombstone or memorial on a grave or grave space subject to Schedule 3. This means Burial Authorities can carry out works (including removal) to memorials as long as the correct procedures in Schedule 3 are followed.

LACO Schedule 3 Para 4 - Before exercising said power in respect of any grave on which there is a tombstone or other memorial the Burial Authority shall serve copies of the said notice on the owner of the Right to place and maintain it or if they have his name and address on the person granted permission to place it. This legislation allows Burial Authorities to carry out a range of works to memorials, however H&S legislation regarding dangerous memorials requires immediate action.

Notices informing visitors to the Cemetery of the testing being carried out have been placed on the Cemetery noticeboards, and on social media. An article will also be written for the Summer edition of the Town Council magazine. All memorials over 625mm in height will be tested and any memorials found to be unsafe will either be laid flat; secured with a temporary stake; or cordoned off to ensure that they do not present a risk to visitors to the cemetery. Only BRAMM registered Stonemasons (British Register of Accredited Memorial Masons) or NAMM (National Association of Memorial Masons) can fix memorials in the cemetery.

Office/Workshop Refurbishment

A new sink and taps for the workshop has been ordered, and on receipt will be fitted by the plumber.

A company was called out to look at the damp in the kitchen/office and for a cost of £100, discovered that there was a blockage in the drains that was causing the damp because the two down pipes at the back by the shoring room run into the drain that

takes the sinks and leads to the septic tank, this was blocked with silt, composted leaves and backed up waste from the toilets. Now the drain has been cleared for the front downpipe that goes to a soak away.

Now the cause of the damp has been solved, quotes for flooring for the office are currently being obtained, and it is hoped to have some prices and samples to bring to the meeting.

Assets & Services Committee agreed to a total cost of £3,000 on the refurbishment (*Minute #163 ii 2021/22 refers*) and so far this has added up as follows (all prices +VAT):

New UPVC door	£1289.16
Blinds	£ 89.27
Worktop	£94.16
Damp investigation - Drain unblocked	£100.00
Sink and Taps	£266.94
Total spent so far	£ 1,839.53

Three quotes to plumb in the sink and taps have been obtained, and this with the flooring in the office should bring the refurbishment under the £3,000 budget allocated.

Langley Avenue – Speeding

Correspondence has been received from a member of the public regarding speeding vehicles using Langley Avenue as a cut through. Langley Avenue is a private road owned by the Town Council, and the gate on the Mill Lane side of Langley Avenue is normally kept shut and only opened for funeral access and deliveries. The Cemetery staff are now trying harder to keep this opening time down to a minimum.

Two signs have also been purchased to help keep speed in mind to anyone using the road. One is a Welcome to Felixstowe Cemetery sign and the other a 5mph sign. It is with regret that after only one week of being in situ the 5mph sign has been unbolted and taken. On reflection staff members feel that 5mph is very difficult to maintain by vehicle and are seeking views on whether this should be a 10mph stretch alongside the cemetery.



Bio-diversity

The member of the public also enquired whether it be possible to consider further measures to benefit biodiversity on Langley Avenue, in addition to the reduced mowing regime adopted recently. It has been suggested that the western fence line alongside the playing field would be a great place to establish a hedgerow of native hedge species, complementing the several large trees already in place and adding to its value as a wildlife corridor.

It was also mentioned that as a Town Council we are eligible to apply to the Greenprint Forum's small grant scheme "Nature First" which is aimed at projects that help biodiversity e.g. hedges. Further information can be found at <https://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/supporting-community-environmental-action/nature-first-small-grants-scheme/> and investigations will be made in due course regarding any grants available for either the playing field in the future or any other area where a project for biodiversity would be good.

Electric Van

Soon after the last Assets & Services meeting, where it was reported that the Renault electric van that had originally been ordered was no longer going to be manufactured, an email was sent to all members which was pleased to report that a new electric van had been ordered. As requested by the Assets and Services Committee, staff looked at alternative options to hire an electric van on a 3 year lease. A Peugeot e-PARTNER Van 50kwh 800 Professional Premium in white, ordered from the local John Grose garage, is planned to be available to us around June and comes under the budget agreed at Council. The vehicle is a much better model with a longer range and the ability to rapid charge. Investigations are still to be made with regards to the best charger.

Electric power tools

The electric power tools have been ordered as recommended by Committee and approved by Council (*Minute #413 2021/22 refers*). One of the tools the hedge cutter has arrived with two batteries, however, there is a delay on the battery chargers. These are coming from Poland, so it uncertain how long the delay will be in supplying the tools, other batteries and chargers. Once the electric power tools have arrived, investigations will be made into whether any existing working tools have any resale value and this will be brought to committee in due course.

Scrap Metal

The Cemetery has accrued scrap metal from allotment sites and work in the cemetery and have been offered £40 for collection and disposal of this. Approval is sought from Committee to allow for this collection and disposal.

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

AGENDA ITEM 12: ALLOTMENTS UPDATE REPORT

As of 19TH April 2022, allotment vacancies were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	306	299	7	19(3)	7
ALITTLEMENTS	8	7	1	0	0
FERRY ROAD	97	97	0	16(1)	0
RAILWAY HILL	44	44	0	7	0
CEMETERY	4	4	-	0	0
TAUNTON ROAD	20	16	4	0	0
TOTAL	480	468	12	42(4)	7

There are presently 12 vacant plots. 3 vacant plots at Cowpasture require extensive clearing are being left for now in consideration of a new site access, pending negotiations between the FAA and Persimmons.

There is now a bollard in place at Ferry road to be raised during the wet winter months in order to preserve the track.



There was a report of vandalism at the Cowpasture site around 12th April. There were witnesses to the vandalism and we are liaising with the FAA as to the extent of the damage.

The FAA have forwarded a photograph below which reinforces their growing concerns with regards to the Cowpasture site and it's lack of security. They consider that the recent vandalism to be reflective of the allotments becoming more accessible by the public.



Officers will engage with Persimmon Homes to discuss opportunities for improving security.

Although the FAA's (Felixstowe Allotment Association) AGM has been postponed until Thursday 28 April, the FAA have informed us that they have decided not to raise the membership fees due to the climate generally around price rises and increased costs.

The FAA's financial situation for a variety of reasons is better than predicted. They have confirmed that they have placed a purchase order for two toilets and will fund the servicing of both, however, the FAA would like to seek some financial support from Felixstowe Town Council as a gesture of goodwill given that any tenant will have access to them, not just members of the Allotment Association.

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

AGENDA ITEM 13: FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Felixstowe War Memorial

Investigations have been made to source a fixing to secure the Remembrance wreaths that are placed around the War Memorial every November and are left in place until February.

In recent years some thin wire has been threaded through to stop the wreaths from blowing away in the wind. A more secure method of using 4mm Clear PVC Coated Steel Wire Rope cut to length so it has the right amount of slack to allow the wreaths to be clipped to it has been purchased. The wire rope will have a better weight to it than the wire that has been used in the past and will also be more flexible and easier to work with.

The Felixstowe branch of the Royal British Legion has asked whether Council would allow the wreaths to remain at the Memorial for a longer period of time. Currently the wreaths lay in place for around 3 months – from Remembrance Sunday in November, until the anniversary of the North Sea Floods on 31st January.

Felixstowe Flood Memorial

Work is continuing with preparing to refurbish the flood memorial. An email has been sent to both the original artists but no response has been received as yet. Working in partnership with the Felixstowe Society we are ensuring the names are accurate before ordering the plaque.

An enquiry was made to East Suffolk regarding obtaining some reclaimed wooden timbers from the groynes/flood defences. It appears they do hold a few reclaimed groyne timbers showing various degrees of wear and we are currently corresponding with the Assistant Coastal Engineer to see if the sizes that they have would be suitable.

As a reminder the in-house refurbishment work scheduled is as follows:

- 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. An enquiry has been made to obtain contact details for the original stonemason who created it but no confirmed contact details have been received.

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

AGENDA ITEM 14: REPAIR TO DEPUTY MAYORS CHAIN

The Deputy Mayor's chain required repairs to the enamel on the badge and the clasp.

The Chain was sent to a company who specialises in the repair of civic regalia. The cost of the work was £400 +VAT and approval of the spend is sought from Committee for this to be funded from the Asset Repair and Replacement Earmarked Reserve.

Committee is requested to consider the approval of £400 to be taken from the Asset Repair and Replacement Earmarked Reserve for the repairs to the Deputy Mayor's Chain.
