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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 N Barber (Chairman)
Cllr D Savage (Vice Chairman)
Cllr D Aitchison
Cllr M Morris

Cllr M Richardson
Cllr S Harkin
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 22 February 2023** 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.

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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
17 February 2023

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 matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Assets & Services Committee meeting held on 23 November 2022 as a true record. **(Pages 4 - 6)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 17 February 2023 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 8)**
- 7. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 9)**
- 8. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 9)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 10)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 11)**
- 11. Allenby Park/Gosford Way Park Update**
To receive an update report on Allenby and Gosford Way parks and consider any actions deemed necessary **(Page 12-14)**
- 12. Lions Club Facility**
To consider a request from East Suffolk Council to support further funding toward the establishment of a new facility for the Lions Club. **(Page 14-15)**

13. European Gateway Plaque

To consider a request to receive and administer funding for a replacement plaque commemorating the European Gateway disaster. **(Page 16)**

14. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 26 April 2023 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 23 November 2022** at **7.30pm**

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

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

IN ATTENDANCE: No members of the public present

290. PUBLIC QUESTIONS

None.

291. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Richardson** and **Cllr K Williams**.

292. DECLARATIONS OF INTEREST

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

293. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 28 September 2022** be signed by the Chairman as a true record.

294. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 18 November 2022.

It was **RESOLVED** that the **Budget Report to 18 November 2022** be received and noted, with no other action required at this time.

295. TOWN HALL UPDATE REPORT

The Town Clerk updated committee on the Town Hall Report. Members requested that the use of Fineo glass in the new windows be well publicised, and the current and future energy consumption of the Town Hall be observed to measure the difference over the coming years.

It was **RESOLVED** that the **Town Hall update report** be noted.

296. WALTON COMMUNITY HALL

The Town Clerk presented the update on Walton Community Hall. Members asked what types of groups had been hiring the hall and were pleased by the diversity of groups using the hall.

It was RESOLVED that the Walton Community Hall update be noted.

297. BROADWAY HOUSE UPDATE REPORT

Committee received the Broadway House update report. It was noted that there were ongoing maintenance issues with the automatic doors at Broadway house.

Members discussed the potential for Broadway House to host some community get togethers in the form of health walks and Community 'chinwags'.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. any opportunities for increasing community reach be forwarded to FOPWA for consideration.**

298. CEMETERY UPDATE REPORT

Committee received the Cemetery update report, the Town Clerk also presented committee with some positive feedback form a Cemetery visitor regarding the staff and their hard work.

It was RESOLVED that the Cemetery update report and positive feedback be noted.

299. ALLOTMENTS UPDATE REPORT

The Administration Assistant presented the Allotment update report. Members suggested that as East Suffolk Council had released their Field to Fork Grants this week, that Felixstowe Town Council promote it on their social media platforms.

It was RESOLVED that:

- i. the Allotment update report be noted; and,**
- ii. the East Suffolk 'Field to Fork' Grant system be promoted through social media; and,**
- iii. the Administration assistant engages with Felixstowe Allotment Association and tenants regarding supporting the local pop up food shops.**

300. FELIXSTOWE WAR MEMORIAL AND FLOOD MEMORIAL REPORT

The Town Clerk presented the Felixstowe War Memorial and Flood Memorial report.

It was RESOLVED that Felixstowe War Memorial and Flood Memorial report be noted.

301. PARKS

The Town Clerk presented an update report on Council's park. Members noted the challenge faced by staff when asking people to vacate Allenby Park at closing time. It was suggested that some further signage explaining the closing times would be beneficial, in addition to those already in place.

It was RESOLVED that Parks update be noted.

302. DRAFT BUDGET CONSIDERATIONS 2023-24

Committee considered first draft proposals for its element of the Council's 2023-2024 budget and reviewed the accompanying notes to the estimates in the report. In response to a question on Town Hall staffing cost increases, the Town Clerk reported that staff pay increases for 2022/23 had been in a lump sum rather than a percentage. It was also noted that, whilst there was an increase in budget for employee salaries in the Cemetery, the budget for pension contributions had decreased. Committee noted that the year-on-year increase to next year's budget estimates was mainly due to energy and fuel cost, inflation, and salaries.

It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2023-24 budget be recommended as presented to Council's Finance & General Purposes for further consideration.

303. CLOSURE

The meeting was closed at 9.13pm. The next meeting was noted as being scheduled for Wednesday 22 February 2023 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 2023 is provided below with a detailed report at **Appendix A**.

1 April - 17 February 2023 (2022 - 2023)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	22,740.00	22,357.74	-382.26	98.32%	78,997.00	59,768.41	19,228.59	75.66%
202 Walton	7,500.00	7652.50	152.50	102.03%	10,567.00	11,372.50	-805.50	107.62%
203 Broadway House	2,270.00	2,392.56	122.56	105.40%	8,869.00	9,523.62	-654.62	107.38%
204 Cemetery	86,481.65	56,219.85	-30,261.80	65.01%	195,897.00	167,810.27	59,387.90	85.66%
205 Allotments	16,750.00	16,829.18	79.18	100.47%	37,754.00	34,523.66	3,230.34	91.44%
206 Parks & Recreation	0.00	0.00	0.00	N/A	14780.00	3008.94	11,771.06	20.36%
NET TOTAL	135,741.65	105,451.83	30,289.82	77.69%	346,864.00	286,007.40	60,856.60	82.46%

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Committee is requested to consider the budget report to 17 February 2023 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Work is currently underway for the refurbishment of the Town Hall windows and is going to plan. The Contractors were later to start than originally planned due to Covid but work is expected to still be completed in the timeframe allowed before the wedding season gets underway.

Throughout the work there are three weddings taking place, all were aware of the scaffolding and work to the windows upon booking.

Some windows are being refurbished offsite, which is involving some complete replacement of sashes which are rotten. The majority of windows are being repaired on site. Returning to the original design of weights and pulleys. The one window completed is already showing that it is much easier to raise than the previous windows which were on a spring system, that had failed on many of the windows.

The guttering has been painted, and the windows will also be painted once work is completed.

The secondary glazing is being kept in storage just in case, but it is hoped that with the additional draughtproofing and the glazing itself with such a low thermal transmittance, these will not be needed. The new glass will not have the film that was added to the Town Hall windows in 2016, which will mean that the existing blinds may be needed more to stop glare from the sun. This can be monitored, and if it is an issue then a quote for film can be obtained.

If all goes well the work should be completed by the beginning of April, however, a contingency time until the end of April has been allowed for completion of works.

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

AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE

When the weather turned colder, there were several complaints of the hall not being very warm. The heating was set to come on one hour before each session so was increased for those classes who require the hall at a certain temperature (due to age of attendees and inactiveness of classes) to one and a half hours before. This of course, has resulted in higher bills for January and so will be turned back down to one hour before, now the weather is milder.

The dishwasher which is understood to be not used by hirers, trips out the electric when turned on, so currently has an out of order sign on it.

As per the Assets and Services Committee meeting in September, when a report on environmental improvements was brought to committee, a full review of Walton Community Hall is due to take place in the new civic year (*Minute # 195 ii refers*).

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

AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT

Automatic Doors

The automatic doors have been failing numerous times this year, and the company servicing them have been helpful in trying to get to the bottom of why they seem to be so temperamental. The situation will continue to be monitored, but it may be necessary to get some outside advice and consider whether the doors require replacement again.

In Summer 2019 a major safety refurbishment was made to the external doors at a cost of £2999, for which Orwell Housing contributed half towards. Any replacement of doors would need to be taken from the Broadway House Earmarked Reserve, so if required quotes will be brought to the next meeting.

Issues from upstairs flats

The fly-tipping which had taken place by one of the tenants above Broadway House has now been removed from the next door Diamond Mills property.

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

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Water butts & sewage



Water butts are currently being erected at the Cemetery offices, this will help recycle rainwater and should reduce the amount which is currently ending up in the cesspit.

This week, there has been a problem with a blockage of toilet waste which has moved all the way to the workshop drains. It has been flushed through and cleared, but this is the first time something like this has happened, as it's flowing in the wrong direction.

It is presumed that when the toilet block was built, it was designed mostly for people washing their hands, and today we have far more staff and visitors, so the system is finding it difficult to cope with the demand. This issue will be monitored and if proves a problem expert advice may need to be sought.

Tree-work

Cemetery staff had to fell one of the larger silver birch trees last week due to rot, the stump was going to be left tall, like the Tree Contractor had left the others that had been felled. A member of staff created a mushroom from the stump, it was such a success that three mushrooms have been created.



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

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 14th February 2023, allotment vacancies were as follows:

	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	306	304	2	31 (9)	0
ALITTLEMENTS (within Cowpasture)	20	17	3	2	0
FERRY ROAD	97	97	0	19	0
RAILWAY HILL	44	42	2	3	0
CEMETERY	3	3	-	-	0
TAUNTON ROAD	20	16	4	0	0
TOTAL	490	479	11	45 (9)	0

The Allittlements are nearly all occupied, the Grove Medical Centre has recently taken on one as a community project for their Patient Participation Group. There is still a keen interest in these micro allotments so plans are in place to convert an adjacent double plot, which has been vacant for over a year, into a further 5 Allittlements.

There is a new one-way system now in affect at Cowpasture, there have been mixed reviews so far. However, the site is still fairly quiet due to the season and the Allotment Association expect the next two months to be when the system is fully tested. The Felixstowe Allotment Association have also been making road repairs.

No Cultivation orders have been issued recently due to there being no inspections during the dormant months, and no issues brought to staff's attention. Inspections will be restarting in March.

The Allotment Tenancy Agreement has been reviewed with some small changes made, it has been modernised and the language simplified. The agreement has been sent to the FAA for feedback. An Allotment Regulations document has also been created as an addendum to the tenancy agreement, which will then be presented to committee on completion and made accessible on the Town Council website. A paper copy will also be available on request.

Tree at Ferry Road Allotments

Following complaints about a tree from a neighbour to the Ferry Road Allotments, Committee is requested to consider whether any works should be undertaken by the Council to resolve this issue. Further details to be advised at the meeting.

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

AGENDA ITEM 11: ALLENBY PARK/GOSFORD WAY PARK UPDATE

General Update on the Upkeep of the Parks

Since taking on Gosford Way and Allenby parks the Grounds team have set out on a plan of work to improve the areas that have been neglected and make them easier to maintain in future. This has involved reducing the heights and thinning out of the shrub beds, removing the self-seeded and rotten trees, reinstating the borders by edging them and starting to re-seed areas that had been contaminated with weed killer. Trees on both sites have been removed where needed, diseased limbs removed and canopies have been trimmed over paths and to allow Norse access on Gosford way for grass cutting. This has created a large amount of green waste with the majority going into green waste skips at the cemetery for recycling. All this work should leave the parks green spaces in a condition that will require much less work to stay on top of, with the shrubs needing seasonal hedge cutting, borders simply requiring hoeing and the trees will be more manageable. In the Summer season the team will be bringing the grass cutting at Allenby park in-house using a combination of strimming and the ride on mower.

Currently the play areas have a visual check every morning by the operative opening Allenby park, monthly operational inspections are carried out by the member of staff who has been trained as an operational inspector by the Playground Inspection Company and an annual inspection will be carried out by a third party. It is planned that the Visual Inspectors will be trained to the level of a Routine Inspector in the future.

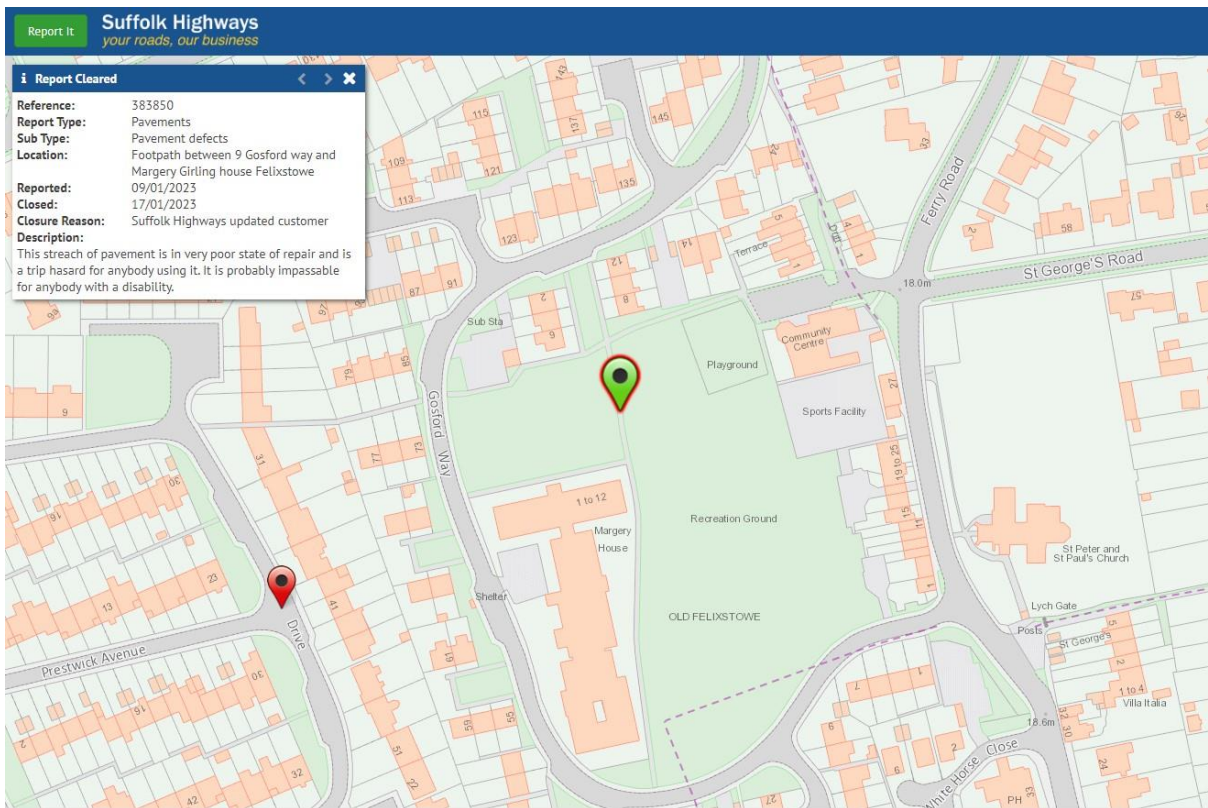
Both play areas have had repairs carried out that were picked up during operational inspections, these included replacing missing bolts, touching in paint and removal of graffiti. Gosford Way play area will be having a repair carried out on the Toddler's swing, as where the shackle connects to the cross beam it has excessive movement, this repair will be carried out by Higgs the supplier of the equipment, with our Inspector shadowing so in the future this slightly complex repair can be carried out in-house for a lower cost.

At Allenby Park the blue trail equipment that came from Langer Park is coming towards the end of its life as it has shackles that are heavily worn and due to its design cannot be easily repaired, its future should be discussed whether to remove, replace or repair.

Footpath across Gosford Way Park

A member of the public has reported to Suffolk County Council that 'the footpath between 9 Gosford way and Margery Girling house, is in a very poor state of repair and a trip hazard for anybody using it. It is probably impassable for anybody with a disability.'

The location of the pathway is shown on the following map, and a photograph of its state of repair is also shown:



As you can see from the map there is a good pathway around the border of Margery Girling House and running from East to West across the park. The Grounds team

have assessed the pathway concerned, and suggest that the best solution would be to grass over this area.

Committee is requested to consider the report on Allenby Park and Gosford Way Park, consider the blue trail equipment at Allenby Park coming towards the end of its life; also the pathway across from Margery Girling House at Gosford Park and decide on any action it deems necessary.

AGENDA ITEM 12: LIONS CLUB FACILITY

The Town Council has received a request from East Suffolk Council to support further funding toward the establishment of a new facility for the Lions Club, to enable them to continue to deliver the town's Christmas lights displays.

The Lions Club has now progressed the move of the main building and it is now in place and the windows have temporarily been boarded. This was undertaken at their cost (circa £4,000 with funding via the Town Council and local councillor ECB).

ESC has met with the Lions to agree several actions that will help to reduce the cost of the remainder of the project. This includes:

- Not fencing the entire area but going around the building and the van parking only. Also linking to facts to avoid fencing along that edge.
- Fencing to be 6 ft rather than 9ft.
- Use concrete pads for the 3 x 40' containers instead of a full landscape/levelling of the area.
- Lions club to try to secure the containers themselves.
- Not to level the frontage for car parking and share the reserved car parking with FACTS next door.
- Share toilets/water with FACTS

The remaining works therefore are:

- 1) Connection to a mains electricity supply (sub metered from FACTS).
- 2) Installation of a soakaway
- 3) Installation of level pads for the containers (rotate containers 90 degrees to facing the temp building)
- 4) Installation of a 6ft fence, (and frontage landscape shielding as required by planners) **OR** negotiate with planners no fence and cage the windows like FACTS next door .
- 5) To provide type two hardstanding for one Luton van (approx. area 13m x4m)
- 6) Minor changes to parking lines for the reserved parking.
- 7) Confirm all changes with Planning.

On the legal side the Lions have a licence to install and to occupy until the end of the year from ESC with a view to be provided with a new 6-year excluded ground lease. The building and outgoings will be their responsibility once the above is completed.

Original drawing and sketched amendments



*Red Line = Proposed revised reduced fencing and gate move
Yellow shading = Type 2 hardstanding for van (some slope acceptable)
Blue Line = rotate 90 degrees so easier to but on concrete pads*

ESC has now costed the remaining works, is seeking contractors and the Lions Club themselves are to supply. The works are as outlined above and include levelling works, concrete pads, hardstanding for vehicles, drainage soakaways, fencing, window protection and electrical connections . These cost are estimated not to exceed £35,000.

ESC has formally requested that consideration be given towards a Town Council contribution towards these monies to secure a long term home for the Lions Club and the Christmas lights.

The Town Council does not have a budget for such works. However, should Council wish to support this project, it may consider the Community Infrastructure Levy Earmarked Reserve for 2019/20 to be an appropriate source of funding. The CIL Earmarked Reserve from that year currently stands at £24,302.

Committee is requested to consider the request for funding support from ESC for the Lions Club facility and make any recommendation to Council it deems appropriate.

AGENDA ITEM 13: EUROPEAN GATEWAY PLAQUE

A request has been received from a Member of East Suffolk Council that the Town Council support the replacement of a plaque to commemorate the victims of the European Gateway disaster. The 19th of December 2022 was the 40th anniversary of the capsizing of the European Gateway ferry off the coast of Felixstowe, 6 people died as a result.

The current plaque, which needs updating, is situated above the Town Hall gardens, overlooking the sea.

A quote to replace the plaque has been sought from a local stonemason and the cost will be covered via Enabling Communities Budget funding. Whilst there would be no cost to the Town Council for this project, the nature of ECB funding requires a receiving organisation to administer the funds. The Town Council has also recently acted in this function for the replacement of benches in Walton.

Committee is requested to consider the request to receive and administer ECB funding for a replacement plaque commemorating the European Gateway disaster.